

Director I – Student Athletics and Activities

Position Details

Reference Code: A542

Division: Curriculum and Professional Development

Classification: Licensed Administrator

Terms of Employment: Range 42 of the Unified Administrative Salary Schedule,
12 Months

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide leadership and direction for the Clark County School District's athletic programs. This position is directly responsible to the Director III, Secondary Student Athletics and Activities, Curriculum and Professional Development Division, Curriculum, Instruction, and Assessment Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Evaluates the District's Title IX compliance efforts and make recommendations for appropriate changes.
2. Serves as a District representative and assumes responsibility at local, state, and national meetings, governmental hearings, and events pertaining to athletics and related student activities.
3. Coordinates and conducts routine Title IX site visits for all District high schools.
4. Works closely with site-based administrators in the investigation of alleged Title IX complaints.
5. Coordinates high school athletic programs.

6. Provides updated information on Title IX and gender equity to all District high schools.
 7. Coordinates and monitors all District-level Title IX guidelines and procedures.
 8. Directs the development of the District's athletic schedules.
 9. Coordinates out-of-district travel for state tournaments, meets, and related activities.
 10. Coordinates support services for athletic events in accordance with the District's policies and regulations.
 11. Conducts regularly-scheduled athletic meetings with assistant principals in charge of school athletic programs.
 12. Monitors the certified athletic trainers program in the District's high schools.
 13. Arranges security at athletic and related student activities/events and coordinates coverage between police agencies and Clark County School District Police Services.
 14. Participates with the Purchasing Department in all aspects of purchasing athletic supplies and equipment.
 15. Participates with staff from the District's Purchasing Department in negotiating contracts with officials' associations for all game officials.
 16. Serves as a representative of the District for the local officials' associations.
 17. Assists the Nevada Interscholastic Activities Association (NIAA) with investigating and ruling on athletic transfer waivers.
 18. Revises and maintains the Activities/Athletics Procedures Manual.
 19. Assists in interpreting national, state, and District athletic rules and regulations for local secondary schools.
 20. Works with the Facilities Division as a resource person for new school athletic facilities.
 21. Assists the NIAA office in developing new programs for coaches, officials, and administrators.
 22. Identifies and develops appropriate staff development programs for athletics and student activities personnel.
 23. Supervises and evaluates assigned staff.
 24. Performs other duties related to the position, as assigned.
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Position Expectations

1. Effective communication, collaborative, and interpersonal skills.
2. Excellent verbal, written, computer, and presentation skills.
3. Demonstrated ability to work effectively with school and administrative personnel, peers, parents, community members, and others.

4. Effective skills in planning, organizing, and coordinating activities.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. Must possess or be able to acquire appropriate Nevada administrative endorsement, as appropriate.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. A minimum of two (2) years of experience as a contracted administrator in an accredited K-12 public or private school (or) two (2) years of experience as a contracted administrator in a related administrative position.

Preferred Qualifications

None specified.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 04/15/19
- Created: 12/03/08