

**KUNA JT. SCHOOL DISTRICT NO. 3**

**Position Vacancy Announcement**

July 20, 2010

**JOB TITLE: DISTRICT ATHLETIC/ACTIVITIES DIRECTOR**

**REPORTS TO:** High School Principal and Superintendent

**JOB SUMMARY:** The District Athletic Director provide overall leadership and administration of athletics/activities programs 7-12. The goal is to move these programs forward striving for excellence thereby insuring a competitive learning environment for the students in the Kuna School District.

**QUALIFICATIONS:**

1. Minimum of three years of successful teaching and coaching experience, preferred.
2. Administrative experience and certificate preferred, but not required.
3. Excellent verbal and written communication skills; ability to facilitate teams; ability to work well with teachers, coaches, students, parents and media.
4. Possess as an in depth knowledge of IHSAA rules and regulations.
5. Valid Idaho Teacher Certification.
6. First Aid Certified.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Prepare master budget and supervise equipment inventories.
2. Prepare a master sports calendar that includes conference and non-conference games/events.
3. Coordinate gym, building and athletic field use with the district office.
4. Coordinate gym use for practices and games, giving final clearance for the use of either the gym or the athletic field.
5. Work with coaching staff and transportation supervisor to schedule all athletic departure times and provide bus supervision with trip sheets.
6. Take care of travel arrangements and overnight accommodations for players or athletic teams competing in postseason competition.
7. Confirm officials' contracts and all non-conference contest contracts.
8. Secure game workers for athletic contests, chain crews, announcers, clock operators, score keepers, line judges, etc. And submit the list of contracted workers for that contest to the event supervisor prior to the event.
9. Assume responsibility for having payment orders prepared for the principal's signature for payment of all financial obligations.
10. Assume responsibility for coordinating athletic publicity releases.
11. Assume responsibility for having students' physical records in school possession before athletic participation commences.
12. Assume responsibility for making certain that the athletic field and playing field area are safe.
13. Arrange for medical and emergency services at athletic contests as needed.
14. Assume responsibility for reporting injuries and filing injury reports.
15. The Athletic Director shall recommend all coaching assignments to the High School Principal.
16. Assume the responsibility for coordinating the athletic program between the junior high and high school.

17. Schedule and hold meetings with coaches and/or other administrators as necessary to insure the efficient operation of the athletic program.
18. Assume the responsibility for the supervision and evaluation of all coaches and advisors.
19. Recommend an annual budget, equipment and supplies in keeping with Kuna School District Policies.
20. Assume primary responsibility for the adoption, revision, and enforcement of the athletic code.
21. Assure that the athletic code and awards policy is published for students and parents.
22. Verify each athlete's academic and physical eligibility adhering to the school athletic code and the code of the IHSAA.
23. Arrange all details for visiting team needs.
24. Develops short and long range written goals for the Athletic Department.
25. Responsible for game supervision and management.
26. Reviews all athletic programs on a regular basis to insure positive movement toward reaching goals within the athletic/academic comprehensive program.
27. Responsible for positive relations with the student body.
28. Coordinate and oversee the management of gate receipts.
29. Oversee all fund raising activities related to athletics and activities.
30. Oversee coach involvement in implementing strength and conditioning programs.
31. Oversee budgets for all athletic/academic programs.
32. Perform any other duties that may be assigned.

**SALARY RANGE:** \$53,856 - \$58,752

**CALENDAR** 210 days

**CLOSING DATE:** Until Filled

**CONTACT:** Susan Crew, Human Resources Mgr.  
Kuna Jt. School District No. 3  
1450 Boise Street  
Kuna, Idaho 83634  
922-1000  
[stcrew@kunaschools.org](mailto:stcrew@kunaschools.org)