



Job Title: Athletic Director/ Facilities Manager

Reports to: Chief Executive Officer

Director of Athletics and Facilities

General Summary:

This position is responsible for administering the athletics and campus facilities. Please note that teaching and coaching responsibilities may also be a requirement; recommends, teaching in subject area, organizes, and supervises the coaches and sports programs at assigned schools; may serve as the head; oversees athletic program budgeting and facilities maintenance; performs related professional, administrative, and supervisory work as assigned. This position also includes the overseeing of campus facilities. May require teaching and coaching duties.

Athletic Director's Essential Functions:

Maintain expectations and comply with South Carolina High School League standards.

- Serves as adviser for the Midlands STEM's physical education program; assists school physical education teachers in planning innovative, developmentally appropriate opportunities for students to learn and develop lifetime recreational skills; promotes the benefits of physical fitness.
- Oversees the maintenance of athletic fields and facilities; ensures the proper preparation of athletic fields for play.
- Coordinates scheduling and ticket sales for all sporting events; coordinates the work of game officials; coordinates the preparation and distribution of the athletic programs.
- Reviews and approves student eligibility for playing various sports, in accordance with district and school policies.
- Coordinates transportation of athletes to and from athletic events and practices.
- Ensures athletes are properly insured. Enforces safety rules and regulations.
- Encourages academic excellence of student athletes through enrichment programs.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Maintains accurate, complete, and up-to-date records as required by law, Midlands STEM policy, and administrative regulation.

- Assists school administration in implementing all policies and rules governing student life and conduct; develops reasonable rules of behavior and procedures and maintains order in a fair and just manner.
- Maintains positive relationships with parents; schedules and conducts conferences with parents and students as necessary.
- Procures, issues, and maintains inventory of program supplies and equipment.
- Coordinates and/or participates in special programs, projects, or events as required.
- Keeps the principal informed of events and activities of an unusual nature as well as routine matters related to the principal's accountability.
- Participates in efforts to build or enhance community support of school/athletic programs and projects.
- Keeps abreast of developments and innovations in the profession and ensures that staff members remain current as well.
- Compiles data and prepares various records and reports as required by law, Board policies and administrative directives.
- Interacts and communicates with various groups and individuals such as the CEO, principal, professional peers, subordinates, faculty and other school staff, other district administrators and staff, board members, various committees, various government and community agencies, students, parents, volunteers, vendors, college recruiters and the general public.
- Attends training, conferences, workshops, etc., as appropriate to enhance job knowledge and skills.
- Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.
- Administers the Midlands STEM's athletics programs, ensuring compliance with all applicable policies, procedures, laws and regulations and standards of safety.
- Supervises the work of coaching and support staff; supervisory duties include: instructing, assigning and planning work, evaluating work, maintaining standards, allocating personnel, coordinating activities, acting on employee problems, recommending new employees and volunteers, and recommending employee disciplinary action as appropriate. Offers advice and assistance as needed.
- Provides for adequate staff training and development opportunities.
- Develops and administers athletic program budget planning, payroll, and financial management activities.
- Supervises the use of weight room equipment before and after school hours.
- Performs other related duties as required.

Facilities Manager's Essential Functions:

- Plans, directs and oversees the construction, renovation, repair, maintenance and operation of facilities, equipment and systems, ensuring compliance with all applicable laws, regulations, policies, procedures and standards.
- Maintaining standards; coordinating activities; recommending new employees; acting on employee problems; and recommending employee transfers, promotions, discipline and discharge. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Works with school leadership, staff and parent-teacher organizations to identify short- and long-term School needs related to facility and property improvements; develops and implements a comprehensive five-year plan to meet those needs.
- Work with the CEO to develop and update the Five Year Capital Budget and present it to the Board of Trustees on an annual basis.
- Develops and implements a preventive maintenance program for facilities and facility systems to ensure long-term performance and safety.
- Participates in the process of facility site selection and acquisition, and the development of architectural plans.
- Manages architects and contractors to achieve the desired intent, coordinating all architectural, engineering and other consultants and administering contracts for production of design, drawings and specifications for bidding and construction purposes by consultants.
- Recommends selection of construction contractors to carry out work as designed, administers construction contracts, approves contractor "submittal documents" (shop drawings and samples) during construction, approves contractor work, and authorizes payments to consultants and contractors.
- Works directly with all governmental, local building and fire department officials and is familiar with all current building and fire codes regarding hazardous occupancies.
- Ensures that all work done adheres to zoning, hazardous waste, traffic, and other pertinent governmental and safety regulations and that security and fire alarm systems are maintained in good working order.
- Directs regular daily maintenance operations and custodial functions. Directs work involved in operating and maintaining heating, cooling, or ventilation equipment and formulates plans to update systems and/or reduce operating costs.
- Coordinates use of buildings by outside groups in accordance with Board Policy and fee schedules

Minimum Education/Work Experience:

- Must hold a Master's degree and be certified by the South Carolina Department of Education in their area of primary responsibility or be eligible for a certification permit in the area and meet annual permit renewal requirements toward adding the certification field in full.
- Three years of teaching and/or administrative experience.
- May require a valid state driver's license. Knowledge/Skills: Knowledge of the methods, policies and procedures of Midlands STEM Athletic Department pertaining to specific duties of the Athletic Director. Knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Knowledge of the organization of the department and of related departments and Athletic Director/Facilities Manager. Knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Knowledge of the principles and practices of middle- and high-school athletic programming. Knowledge of physical education theories and practices. Knowledge of the characteristics of the age groups assigned. Knowledge of and ability to use modern office practices and equipment, including computers. Knowledge of proper English usage, vocabulary, punctuation and spelling; has the mathematical ability to handle required calculations. Knowledge of the occupational hazards and safety precautions of the industry. Skill in the interpretation of subject matter to the intellectual level of students taught. Skill in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Ability to comprehend, interpret and apply regulations, procedures and related information. Ability to apply supervisory and managerial concepts and principles; Ability to plan, organize and direct a coaching and support staff. Ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Ability to perform employee evaluations and to make recommendations based on results. Ability to offer training and assistance to co-workers and employees of other departments as required. Ability to demonstrate physical fitness activities, movements, strategies, etc., as necessary. Ability to establish and maintain positive relationships and work effectively with adults and students. Ability to supervise, guide and support students with patience and kindness. Ability to motivate students to participate in educational and extracurricular activities and to want to learn. Ability to recognize signs of learning, physical, mental and social disabilities and take appropriate action. Ability to perform job tasks professionally in an environment where discrimination and other public issues are constant concerns. Ability to prepare and administer program budgets. Ability to read and interpret various materials pertaining to the responsibilities of the job. Ability to take the initiative to complete the duties of the position without the need of direct supervision. Ability to use independent judgment in performing tasks. Ability to plan, organize and prioritize daily assignments and work activities. Ability to offer assistance to fellow employees as necessary. Ability to maintain effective relationships with co-workers, personnel of other departments, parents, students and members of the public through contact and cooperation. Ability to react calmly and quickly in emergency situations. Ability to learn and utilize new skills and information to improve job performance and efficiency.

Working Conditions:

Duties are performed in an office or school/athletic facility, which may require exposure to adverse environmental conditions, including, but not limited to: hot and cold weather, including exposure to inclement weather; dirt, dust, pollen, odors, fumes, wetness, humidity, bright/dim lights, and excessive noise. Physical demands are restricted to medium work requiring occasional lifting/moving of items up

to 50 pounds. Requires standing or sitting for sustained periods of time; walking or moving from one work site to another; manual dexterity to pick, pinch, type, or otherwise work primarily with fingers e.g., routine keyboard operations; mental acuity including the ability to make rational decisions through sound logic and deductive processes; hearing to receive detailed information and to make the discrimination in sound; and the ability to express ideas by means of the spoken word and have close visual acuity. Other physical abilities that may be required: balancing, crawling, crouching, handling, kneeling, reaching, repetitive motion, and stooping. This position may require working nights and weekends or frequent travel to attend sporting events.

Responsibility: Budgetary responsibility for athletic programs.

Establishes policies and procedures for ongoing review of repair programs and coordinating scheduling of repairs to facilities; manages purchasing and general contracting functions for facilities. Assists CEO's and school leadership in reviewing facilities regarding existing and potential problems. This position is under limited supervision.