



**Job Title:** Assistant Director, Athletics Compliance

**Department:** ATHLETICS AND PHYSICAL EDUCATION

**Reports To:** DIRECTOR OF SECONDARY SCHOOLS ATHLETICS AND ACTIVITIES

**Grade:** BG-06

**Number of Days:** 12 Months

**Security Access:** ACCESS TO ALL SECONDARY SCHOOLS AND ATHLETICS FACILITIES AS WELL AS THE ESC

**Current Date:** June 4, 2015

**Overtime Status:** Exempt

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**Position Summary:** SOLE RESPONSIBILITY FOR DEVELOPING AN EFFECTIVE RULES COMPLAINT PROGRAM FOR THE TULSA PUBLIC SCHOOLS ATHLETICS DEPARTMENT AND ALL SECONDARY SCHOOLS.

**Minimum Qualifications:**

- MASTERS DEGREE
- HEAD COACHING EXPERIENCE
- ATHLETICS ADMINISTRATION EXPERIENCE.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- TEACH ENTIRE COACHING STAFF COMPLIANCE TO OSSAA RULES.
- SUPERVISE OF THE FOLLOWING SPORTS:
  - BOYS AND GIRLS BASKETBALL TEAMS 7-12
  - ALL BOYS AND GIRLS SOCCER TEAMS 7-12
  - ALL BOYS AND GIRLS CROSS COUNTRY 9-12
  - ALL BOYS AND GIRLS TRACK 9-12
  - SUPERVISES THE DISTRICT ATHLETICS COMPLAINT PROGRAM AND WORKS WITH THE OSSAA WITH REGARD TO STUDENT ATHLETES ELIGIBILITY.
  - Director of the Tournament of Champions and the TPS Golf Classic

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Computer
- Tele-communication
- Adding machine
- Touch screen

- Website development

**Supervisory Responsibility:**

- SUPERVISES ALL BOYS AND GIRLS BASKETBALL TEAMS 7-12
- ALL BOYS AND GIRLS SOCCER TEAMS 7-12
- ALL BOYS AND GIRLS CROSS COUNTRY 9-12
- ALL BOYS AND GIRLS TRACK 9-12
- SUPERVISES THE DISTRICT ATHLETICS COMPLAINT PROGRAM AND WORKS WITH THE OSSAA WITH REGARD TO STUDENT ATHLETES ELIGIBILITY.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- INDOOR AND OUTDOOR
- LIFTING AND MOVING EQUIPMENT,
- PROGRAMS AND MARKETING ITEMS

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