



Job Title: Director, Secondary School Student Activities and Athletics

Reports to: Associate Superintendent For Secondary Schools
Department: Athletics & Activities
Number of Days: 12 Months
Compensation: EL 6
Overtime Status: Exempt
Date Job Revised: February 6, 2012

Position Summary: Provide professional leadership for the district's athletic and activity programs. Oversee the athletics and activities at 10 high schools and 15 junior high and middle schools. Responsible for overseeing the district's driver education program at the high schools.

Qualifications/Job Requirements:

Education:

- Masters degree in administration or comparable area

Specialized Knowledge, Licenses, etc:

- Oklahoma Teaching Certificate
- Oklahoma Administrative Certificate

Experience:

- Minimum of 7 years teaching/coaching experience or administrative experience.

Physical Requirements (If Applicable):

- Job involves physical activity when coordinating large district wide athletic events.

Other:

- Must have excellent organizational skills.
- Must be able to deal with a variety of individuals.
- Needs to have the ability to organize several tasks simultaneously.

Customer Contacts (Internal and External):

- Internal
 - Superintendent, Associate Superintendent For Secondary Schools, Chief Financial Officer, Bond office, high school principals, junior high school and middle school principals, site Athletic Directors, athletic coaches, spirit squad sponsors, student-athletes, maintenance workers, grounds workers and facilities office.
- External
 - Parents, the media, general contractors, Oklahoma Secondary Schools Activities Association (OSSAA), community organizations, athletic directors and administrators from other Oklahoma school districts.

Duties and Responsibilities:

- Oversee the high school athletic program at the 10 high schools, which involves all athletic teams; oversee the junior high and middle school athletic programs.
- Oversee and coordinate all phases of the district driver education program.
- Prepare the annual state report for Driver Education state reimbursement.
- Coordinate with District Athletics Trainers the Student Insurance Program that is available to all students pre-K through 12 in Tulsa Public Schools.
- Communicate with principals, site Athletics Directors, and coaches district-wide regarding the athletic program.
- Coordinate all OSSAA events for the district.
- Monitor Title IX compliance within the district.

- Oversee all aspects of stadium and arena usage and collaborate with office of facility usage and management for rental of the district stadiums and arenas.
- Coordinate and oversee all stadium concession procedures and revenues.
- Work with the Bond office to oversee all phases of athletic bond improvements throughout the district.
- Evaluate and submit recommended improvements for all athletic facilities.
- Represent the district athletic office to all media outlets and provide the media any necessary information regarding district athletic programs/teams.
- Organize and coordinate the “All-City” athletic events—football, softball, volleyball, cross country, swimming and track.
- Produce a weekly district coaches television show to highlight TPS coaches and student athletes in a variety of activities.
- Serve as “Commissioner” of the Green Country Conference and coordinate all conference events: volleyball, softball, cross country, swimming, wrestling, basketball, golf, tennis, track and baseball.
- Oversee the payroll process for officials and workers at all athletic and special events.
- Organize and create fundraising opportunities to raise money for the district athletic program.
- Oversee all aspects of athletic residential and academic eligibility issues and requests.
- Make determinations of athletic hardship waiver requests for student-athletes.
- Represent the district on appropriate community groups and committees.
- Coordinate professional development and continuing education programs for district site athletics directors and coaches.
- Coordinate the Zarrow 5K Run on behalf of the Foundation for Tulsa Schools.
- Secure officials for all athletic activities for all sports in coordination with site Athletics Directors.
- Represent Tulsa Public Schools to the Jim Thorpe Association for the Jim Thorpe All Star weekend each year.
- Work with the Tulsa Park Department to schedule golf courses for TPS athletes.
- Purchase necessary equipment for athletic facility repairs or improvements.
- Coordinate the following special events/fundraisers: TPS Spirit Competition, Regional Cross Country Meet, State Cross Country Meet, Tournament of Champions, State Track Meet, Jim Thorpe All-Star Weekend, and the TPS Benefit Golf Tournament.
- Administer interscholastic policies in OSSAA Administrators handbook as they pertain to high school and junior high school athletics.
- Coordinate with District Athletics Trainers athletic physicals for student-athletes.
- Produce and make available to all schools the necessary athletic forms such as insurance waiver forms, informed consent, emergency consent, sportsmanship pledge and student - athlete pledge.
- Prepare and distribute a Coaches Guide for all district coaches.
- Meet with district coaches and Site Athletics Directors as needed to discuss athletic issues.
- Supervise district athletics office clerical and assistant athletics administrators.
- Any other athletic issue not mentioned above. (Any other duties assigned by the Superintendent of Schools or by the Associate Superintendent for Secondary Schools.