

Director I, Secondary Athletics

Position Details

Job Code: U7100

Reference Code: A542

Division/Unit: Education Services

Classification: Licensed Administrator

Terms of Employment: [Step 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 (CCSD)'s athletic programs. This position is directly responsible to the Director III, Secondary Student Athletics and Activities, Education Services Division.

Essential Duties and Responsibilities

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

1. Evaluates CCSD's Title IX compliance efforts and makes recommendations for appropriate changes.
2. Serves as a CCSD 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 CCSD high schools.
4. Works closely with site-based administrators in the investigation of alleged Title IX complaints.
5. Provides updated information on Title IX and gender equity to all CCSD high schools.
6. Coordinates and monitors all district-level Title IX guidelines and procedures.
7. Coordinates secondary athletic programs.

8. Directs the development of CCSD's secondary 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 CCSD'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 CCSD's high schools.
 13. Arranges security at athletic and related student activities/events and coordinates coverage between police agencies and the Clark County School District Police Services (CCSDPD).
 14. Participates with the Purchasing Department in all aspects of purchasing athletic supplies and equipment.
 15. Participates with staff from CCSD's Purchasing Department in negotiating contracts with officials' associations for all game officials.
 16. Serves as a representative of CCSD 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 CCSD athletic rules and regulations for local secondary schools.
 20. Works with the Facilities Services Unit 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 professional learning programs for athletic and student activities personnel.
 23. Supervises and evaluates assigned staff.
 24. Performs other duties related to the position, as assigned.
 25. Oversees the clearance of coaches.
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Position Expectations

1. Effective communication, collaborative, and interpersonal skills.
 2. Excellent verbal, written, computer, and presentation skills.
 3. Effective skills in planning, organizing, and coordinating activities.
 4. Demonstrated ability to work effectively with school and administrative personnel, peers, parents/guardians, community members, and others.
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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 a 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.
3. Successful performance in the position held at the time of application.

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

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative

solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/06/24
- Created: 12/03/08