

Director of Athletics

Salary

\$109,690.00 - \$148,168.00 Annually

Location

John Stanford Center for Educational Excellence, WA

Job Type

Full-Time

Department

Athletics Administration

Job Number

15512

Closing

2/7/2019 5:00 PM Pacific

FTE

1.0

- [Description](#)
- [Benefits](#)
- [Questions](#)

Description

This position provides leadership for district, local and state athletic programs to enable schools to provide safe, coordinated and high quality competitive and intramural events that promote athletic skills, school pride, citizenship, increase student engagement, and academic achievement. Leads the development of policies, regulations, guidelines and procedures pertaining to implementation and evaluation of K-12 interscholastic programs, including staff development, community partnerships, and resource development. Provides operational leadership to support school leaders as it relates to athletic programs and manages the implementation of all school athletic programs. Uses effective strategies to close the achievement and graduation gap. Explicitly models the core values and beliefs essential in supporting the SPS strategic plan.

Essential Functions

25%

- Provides leadership and direction for reform initiatives and promotes systemic change of district athletic programs to increase student connectedness in schools, including differentiated competition and equitable athletic programs for schools, coordination of transportation, and athletic calendars.
- Coordinates school participation and community engagement as systemic changes are considered and implemented and ensures accountability for system changes in the supervision of athletic operations.
- Provides leadership, direction, resources and coordination for principals and staff in district-wide athletic programs.

20%

- Provides leadership and management for District-wide Athletics program goals and objectives.
- Supervises development of program design to best meet goals and objectives and supports strategic plan.
- Supervises, monitors, and evaluates the performance of assigned personnel.
- Assists with the development, implementation and monitoring of corrective actions under school board policy and rules within WIAA.

20%

- Collaborates and coordinates closely with Operations, Teaching and Learning and the Seattle Parks Department.
- Provides an athletic lens in support of systemic initiatives such as coordination of instructional programming, school schedules and transportation.
- Partners with school leaders and Directors of Instructional Leadership to ensure collaboration and support with schools during athletic system changes.
- Works with principals to ensure that system changes are incorporated into school athletic programs.
- Analyzes and reviews school connectedness data as it relates to student athletes.

5%

- Explicitly models, through communication and actions, the core values and beliefs essential in supporting the SPS strategic plan.
- Trains and assists school leaders and athletic directors to meet identified school athletic program targets and assists in determining and acquiring support services.

10%

- Provides leadership and guidance to District staff in order to achieve program objectives.
- Provides leadership for athletic program development and leadership.
- Designs, promotes and implements equitable District-wide Athletic program changes and monitors fidelity to changes.
- Researches best practices, innovations and emerging trends.
- Works collaboratively with school administrators and staff to develop implementation plans for program changes.

5%

- Serves as representative of the Superintendent and on various internal and community boards and committees.

- Attends or chairs a variety of meetings and represents the District on collaborative partnerships and task forces within the community, institutions of higher education, and business/industry.

10%

- Monitors and authorizes expenditures in accordance with established guidelines for grants, state and local funding.
- Plans, develops, implements annual yearly athletic budget including selection of materials, equipment, and supplies used in the district's interscholastic sports programs.
- Identifies and prioritizes resource needs and develops an outreach program to identify and solicit community resources.
- Provides guidance in budget matters, materials and equipment selection.
- Prepares and supports the preparation of proposals for the acquisition of funds from non-district sources and provides direction for the proper expenditure of such funds.

5%

- Ensures compliance with all relevant Washington Interscholastic Activities Association rules, regulations and policies.
- Leads or attends all required staff, WIAA, Metro League, King County and district committee meetings and other activities deemed necessary by the District or supervisor, in order to accomplish the objectives of the position and for professional achievement.
- Presides over and directs the METRO League Conference, with 18-member schools
- Leads and directs the SPS Unified Sports program.

OTHER FUNCTIONS:

- Maintains current knowledge of federal/state/grant regulations and related Title IX and seeks regulatory interpretations from General Counsel's Office.
- Assists principals in preparing and distributing state and federal compliance and annual reports, and audits.
- Assists in the development of appropriate parent / community involvement strategies.
- Plans and provides professional development for school administrators, central staff and coaches that focuses on developing operational leadership related to sportsmanship, differentiated levels of competition, and healthy competitive atmospheres within the city.
- May perform other related duties consistent with the scope and intent of the position.

CABINET CORE COMPETENCIES:

Managing Vision and Purpose

Communicates a compelling and inspired vision or sense of core purpose; makes the vision sharable by everyone; can inspire and motivate entire units or organizations.

- Develops a clear sense of purpose and mission that captures the imagination of others.
- Shares vision in a way that influences others as demonstrated by their words and actions.
- Anticipates and identifies long-term, future organizational needs and opportunities.

Accountability

Holds self and others accountable for measurable high-quality, timely and cost-effective results; determines objectives, sets priorities and delegates work; accepts responsibility for mistakes; complies with established control systems and rules..

- Takes responsibility and action as if the risks (financial or otherwise) are his or her own.
- Holds individuals and team accountable for their actions and results.
- Initiates action even if outcome is uncertain and is willing to accept the consequences of failure.
- Aligns own activities and priorities to meet broader organizational needs.
- Demonstrates courage and confidence in his or her own ability.

Planning

Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measurable goals; sets priorities and time parameters to accomplish tasks and projects; anticipates roadblocks and develops contingencies to redirect tasks so momentum is not lost

- Allocates and coordinates time effectively and efficiently to avoid conflicts.
- Anticipates potential problems and develops plans to address them.
- Develops an appropriate work plan to achieve results.
- Monitors progress, responds to problems and measures performance

Getting Results (Action Oriented)

Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.

- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.
- Assumes responsibility for starting and finishing work with minimal supervision.

- Strives for new levels of performance.

Collaboration

Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties.

- Is seen as a team player who encourages efficient and effective collaborations.
- Works skillfully in difficult situations with both internal and external groups.
- Represents his/her own interests while being open-minded to other groups.
- Builds respectful and productive relationships internally and externally.

Decision Quality & Problem Solving

Uses analysis, wisdom, experience and logical methods to make good decisions and solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.

- Weighs the consequences of options before making a decision.
- Applies appropriate criteria to situations for the purpose of making decisions.
- Displays self-confidence in own judgment.
- Focuses in the facts and solutions instead of opinions and problems.

Integrity

Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

- Deals with people and situations in an honest and forthright manner.
- Represents information and data accurately and completely.
- Represents the confidentiality of information and concerns shared by others.
- Takes ownership if a mistake is their own and does not blame others.

OTHER RELEVANT COMPETENCIES:

Managing Through Processes and Systems

Designs practices, processes, and procedures necessary to get things done; simplifies complex processes; gets more out of fewer resources; creates systems that manage themselves

- Sets clear, well-defined outcomes for desired results and tracks progress.
- Breaks down objectives into actionable steps with targeted deadlines.
- Leverages and uses resources efficiently and creatively to achieve desired outcomes.

Building Effective Teams

Builds cohesive teams of people within the organization; shares wins and success

such that each team member feels valuable and appreciated; guides teams to establish and achieve goals.

- Creates high performance environment where others pull together to get things done.
- Promotes collaboration and removes obstacles to teamwork.
- Celebrates successes and rewards team achievements.
- Monitors and evaluates team successes and challenges while providing productive feedback.

Developing Others

Is a people builder; provides challenging and stretching tasks and assignments; constructs compelling development plans and executes them; pushes direct reports to accept developmental moves.

- Gives people assignments that help to develop their abilities.
- Work collaboratively with direct reports to set meaningful performance objectives.
- Meets regularly with direct reports to review developmental progress.
- Recognizes and reinforces developmental efforts and improvements.

KNOWLEDGE, SKILLS AND ABILITIES:

- Administrative techniques and organizational theory.
- Knowledge of public school laws and policies as they relate to the delivery of athletics and intramural sports.
- Evidence of strong conceptual, analytical, organizational and management knowledge and skills.
- Strong oral and written communications.
- Team building and leadership; interpersonal relations.
- Coordination of activities and services.
- Development and implementation of programs/projects and parent outreach activities.
- Gathering and analyzing data and developing standards for evaluating results and services.
- Writing grant applications
- Demonstrated leadership skill and ability, including evidence of the ability to collaborate with diverse individuals.
- Demonstrate and model the core values and beliefs necessary to support SPS's Strategic Plan.
- Organize, implement, and evaluate education components such as tutoring, cultural awareness, and mentoring.
- Develop and maintain effective working relationships with parents, students, staff and the public in a multicultural community.

- Collaborate with appropriate District and school-based administrators in developing quality instructional programs that improve academic outcomes in diverse communities.

Minimum Qualifications

EDUCATION:

Master's degree in Education or closely related field. Bachelor's degree and two (2) additional years of experience may substitute for the Master's degree requirement.

EXPERIENCE:

Five (5) or more years of successful experience as a Principal Supervisor, or Athletic Administrator.

PREFERRED EXPERIENCE:

Demonstrated experience across grade spans (Pre-K – 12) preferred.

CERTIFICATIONS & LICENSES:

Valid Washington State driver's license or evidence of equivalent mobility. NIAA certification preferred.

CLEARANCES:

Criminal Justice fingerprint and background check.

A position that is a 0.5 FTE position or greater is eligible for District benefit plans, including medical, dental, vision, life and disability insurance, and flexible spending plans. District contribution to benefit coverage is prorated by FTE, .5 and above. Enrollment is not automatic. In order to participate, a person must complete and submit enrollment forms within 30 days of hire. Information regarding benefits is available on the Benefits Website at www.ourpasswordpage.com (password is "sps") or by calling the Benefits Helpline at (206) 957-7066. It is the individual's responsibility to enroll in a timely fashion, and failure to do so will result in coverage being waived for the remainder of the plan year.

01

Do you have a Master's degree in Education or closely related field? Bachelor's degree and two (2) additional years of experience may substitute for the Master's degree requirement.

- Yes
- No

02

Do you have five (5) or more years of successful experience as a Principal Supervisor, or Athletic Administrator?

- Yes
- No

03

Do you have demonstrated experience across grade spans (Pre-K – 12)?

- Yes
- No

04

Do you have your NIAA certification?

- Yes
- No

05

How familiar are you with athletics with School or State Association?

- Very familiar
- Somewhat familiar
- Not familiar at all

06

Do you have experience working in K to 12 athletics?

- 3 or more years
- Less than 3 years

07

Are you familiar with Seattle Public Schools participation in the WIAA Seak-King District 2, Metro League and KingCo League?

- Yes
- No

Required Question

Agency

Seattle Public Schools

Address

2445 3rd Ave South

Seattle, Washington, 98124-1165

Phone

206-252-0215