



**Job Title:** Director of Secondary School Student Activities and Athletics

**Department:** Chief of Schools

**Reports to:** Chief of Schools

**Number of Days:** 12 Months

**Compensation:** EG-8

**Overtime Status:** Exempt

**Last Revised Date:** February 6, 2012

---

**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**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.

**Minimum Qualifications:**

**Education:**

- Master's 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:**

- 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:* 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

**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.

- 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 pre-K through 12 students 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
- Display ability to work collaboratively with others on a team
- Any other athletic issue not mentioned above (any other duties assigned by the Superintendent of Schools or by the Associate Superintendent for Secondary Schools)

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

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

- Regular office/school environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity*

*employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*