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## Academic Program Administrator - Athletics

### **BASIC FUNCTION**

The Academic Program Administrator - Athletics is directly responsible for the supervision of an entire school's athletic program including all coaches; site athletic facilities; all student fees and clearance; all equipment inventory, ordering and management; fiscal management for all teams, including fundraising, and district fees/gate receipts; and after school/evenings for all home contests (Fall, Winter, Spring). Acts as liaison with Portland Interscholastic League (PIL) administration and ensures PIL and Oregon School Activities Association (OSAA) compliance. Follow Portland Public School policies, rules, regulations and performance standards set by the District as well as performance goals established for the individual teacher. This position reports directly to the District Athletics Department.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Participate in the development and implementation of department budgets; manage and/or oversee assigned School Athletic budget allocations to ensure appropriate use of resources. Ensure timely submission of athletic expense requests for payment of officials and other workers to the district office.
- Oversee equipment inventories.
- Develop and maintain a master sports calendar that includes conference and non-conference games/events for each sport.
- Direct gym, building and athletic field use with the district office and maintain the district building use calendar.
- Direct gym use for practices and games and give final clearance for the use of either the gym or the athletic field.
- Work with coaching staff and transportation supervisor to schedule all athletic departure times and provide bus supervision with trip sheets; redirect and reschedule if issues arise.
- Facilitate travel arrangements and overnight accommodations for players or athletic teams and coaches competing in postseason competition.
- Identify, recommend, and schedule appropriate competition for all non-conference events/games.
- Ensure officials' are scheduled and in attendance at all non-conference contests.
- Following district procurement processes, establish and manage contracts and assign schedules for all game workers for athletic contests including but not limited to chain crews, announcers, clock operators, scorekeepers, line judges, etc. and submit the list of contracted workers for that contest to the event supervisor prior to the event.
- Develop, lead, and monitor the process for collection of rosters for program information as needed.
- Supervise the performance of assigned certified and non-certified personnel; interview and select employees, recommend and issue transfers, reassignment, termination, and disciplinary actions.
- Monitor compliance issues as they relate to assigned programs; oversee and monitor certifications and licensures for designated programs staff, as appropriate.
- Responsible for supervision of all home athletic contests.
- Evaluate each school athletic program on an annual basis; conduct and issue annual performance evaluation and conference with all head coaches within three weeks after the conclusion of their sport season.
- Plan, oversee and coordinate methods for district staff, students, parents, community organizations and other stakeholders to increase the school's athletic programs' support.
- Develop, collaborate, deliver and provide professional development and training to school athletic staff and coaches as needed such as coaches clearance, seasons, sports meeting, Portland Interscholastic League Youth Sports Programs, etc.
- Disseminate OSAA materials and enforce OSAA rules and regulations, including player eligibility.
- Manage, maintain, and communicate student eligibility to athletes and coaches as it pertains to the OSAA physical cards and athletic code of conduct.
- Manage and maintain properly completed physical card or alternate year physical card for every student participating in athletics.

- Administer the school athletic code in a fair and consistent manner that is within the intent of the code.
- Assure all athletic functions are consistent with applicable state and federal regulations, policies and programs, and the District's educational goals, objectives and policies, including OSAA policies and codes relating to and participation in athletics.
- Implement district initiatives including Positive Coaching Alliance.
- Coordinate activities and events with Portland Interscholastic League Youth Sports Program (PILYSP) including evaluating head coaches, administration support, collaboration, and training.
- Attend and participate in a variety of meetings including weekly athletic conference meetings, workshops and in services related to athletics; may prepare and deliver oral and written reports, recommendations, and presentations to the Board, committees, parents, community stakeholders and others regarding a variety of athletics topics.
- Supervise all club sports and OSAA activities, including Unified Sports.
- Develop, lead, and monitor site based Athletic equity plans.
- Implement, evaluate, supervise site based Guaranteed Viable Experience (GVE) plans by sport.
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational and business practices with awareness and understanding of their impact in a racially and culturally diverse community.
- Perform other duties as assigned.

**EDUCATION AND TRAINING:**

A State of Oregon issued Administrative License is required at the time of appointment and be maintained during the course of one's employment in this position.

**PREFERRED QUALIFICATIONS:**

A minimum of three (3) years experience as a successful head coach and one (1) to three (3) years experience as an Athletics Administrator including Athletic Director. Experience working in a richly diverse school community and environment.

*Special Requirements:*

Positions in this classification may require the use of a personal automobile and possession of a valid driver's license.

Work hours will routinely include evening and weekend activities and meetings and district, school and student functions.

Some positions in this classification may require the ability to read, write and speak in a language other than English.

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FLSA: Exempt  
 Bargaining Unit: Non-rep  
 Salary Grade: PPS Licensed Administrator - Academic Program Administrator (job code: 1286)  
 Work Year: 233

Approved Date: June 2, 2022

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).*