



Job Description

Job Title: Director of Student Athletics

Position Code:

Job Classification: Exempt

Supervisor: Chief of Staff

Pay Grade: 51

Contract Length: 245 Days

Job Summary

This is administrative and supervisory work in organizing and operating an effective and comprehensive athletic and activities program and for coordinating community use of school facilities. Position is responsible for developing, implementing, and supervising Virginia High School League (VHSL) activities in the schools. The work involves preparing budgets, conducting needs assessments, developing written guides, and conducting appropriate programs of staff development. Position supports and advises principals and those individuals receiving differentials to coordinate school activities programs.

Essential Duties

1. Assesses all VHSL activities and makes recommendations to appropriate administrators for change, improvement, or discontinuance.
2. Assists principals and the schools' athletic directors in supervising and evaluating the activities to ensure quality and continuous improvement.
3. Works with principals in the preparation of an annual budget and the keeping of accurate records on school expenditures for all VHSL supplies and equipment.
4. Works closely with Purchasing Department to evaluate equipment and supplies in current use, consults with sales representatives, previews and evaluates new materials, and makes recommendations for their adoption.
5. Coordinates the joint use of school facilities with Newport News City Department of Parks and Recreation and the community.
6. Manages athletic and parent appeals, concerns, and matters of eligibility.
7. Reviews and makes recommendations on the location of all equipment, play fields and buildings with principals, the school plant facilities, and City parks and recreation personnel.
8. Monitors VHSL activities to ensure Title IX compliance. Develops appropriate written guides and materials for all phases of the VHSL program.
9. Arranges for use of other public and private facilities (i.e., golf courses) when required to support VHSL activities.
10. Serves as the primary information source for principals, coaches, athletic directors and the public on all VHSL matters and interpretation of VHSL rules and regulations.
11. Develops and maintains coaches' handbooks.
12. Develops and provides the master schedule for the use of Todd Stadium; assists in coordination of athletic tournaments sponsored by the school division.
13. Attends all events held at Todd Stadium; supervising the stadium concession stands and all associated financial accountability; and maintaining financial records for all athletic events at the stadium and schools.
14. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Performs any other related duties as assigned by Chief of Staff or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Preferred Virginia Postgraduate Professional License in Administration & Supervision and current previous experience working as a building administrator. Must possess a Master's degree and at least 3 years' experience coaching a VHSL sport. Considerable knowledge of VHSL Regulations. Must possess previous VHSL Athletic Director experience. Working knowledge of Title IX and its applicability to public school athletics. Knowledge and experience on athletic safety and conditioning. Understanding and working knowledge of national, state, and local initiatives concerning athletics. Ability to establish and maintain effective working relationships with school administrators, the School Board, parents, students, and general public. Knowledge of policy, organization and operation of a public school division. Ability to communicate effectively both orally and in writing, including the ability to publish and to make presentations to community groups, organizations, and other officials. Ability to effectively manage several tasks simultaneously, using organizational, managerial and leadership skills.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit or stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: Assigned staff

Supervision Received: Chief of Staff

This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of Student Athletics will be required to follow any other instructions and to perform any other related duties as assigned by the Chief of Staff. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

08/2025