



Athletics Director

Position Profile:

The Athletic Director works with school leaders to support student athletes in sport. The position coordinates the East Central Athletics Association (ECDA) which is a member of the Saskatchewan High School Athletics Association (SHSAA) and governs sport throughout the province for students in grade 6 through 12.

Directly reports to: Superintendent of School Operations (GSSD)
Superintendent of Education (CTTCS)

Duties & Responsibilities

The Athletics Director shall perform such duties and responsibilities as may be assigned including but not limited to the following:

Student Welfare

- To promote the foundational statements of the GSSD, Christ the Teacher Catholic School Division and SHSAA.
- Ability to motivate others to implement innovative practices that respond to the needs of every student.
- Collaborate with school division personnel to enhance their ability to address the unique strengths and needs of all learners in the school community regardless of gender identity, sexual orientation, age, ethnic origin, ancestry, culture, socio-economic status, religion, family status, and mental and physical disability.

Educational Leadership

- Provide leadership in developing, promoting, coordinating and maintaining activities of the ECDA and the SHSAA.
- Ensure the safety guidelines for athletics are followed and adhered to
- Represent ECDA at all SHSAA matters.
- Working with school division leaders, in-school administrators and instructional staff, to develop and support involvement in sport at a local and provincial level.
- Act as a liaison to central office regarding all ECDA matters

Fiscal Responsibility

- Knowledge of basic financial and resource management principles and ability to provide advice and guidance.
- Ensure the Vice President of the ECDA coordinates and compiles the ECDA inventory of awards and their distribution

- Seek sponsorship dollars based on executive requests
- Assist with equipment purchases related to ECDAAs athletics
- Work in conjunction with the ECDAAs Treasurer to develop budgets and process expenses related to interschool athletics
- Assess budgetary implications of recommended programs and materials.

Organizational Management

- When required, coordinate accommodation and transportation for provincial championships on occasions where an ECDAAs team goes on to represent the district at provincials.
- Update ECDAAs files regarding day-to-day operations including tournament hosting packages.
- Assist the Officials Commissioner coordinating officials for playoffs.
- Create and implement an online team entry process for both junior and senior athletics
- Ensure ECDAAs and both school divisions meet the responsibilities that come with being a SHSAA member.

Administrative Procedures

- Demonstrates knowledge of and respect for school division Administrative Procedures.
- Inform ECDAAs of SHSAA constitutional, bylaw and procedure updates and ensure the ECDAAs remains current with these changes
- Work collaboratively and liaison with local and provincial sports bodies and associations to ensure ECDAAs is compliant with

Communication and Community Relations

- Facilitate communication between the senior administration, schools, ECDAAs and the SHSAA.
- Communicate effectively in both verbal and written forms.
- Prepare a bi-weekly update of "important dates/deadlines" for Athletic Directors and membership reps
- Keep the ECDAAs website up to date with relevant information and archives
- Submit reports on special matters as requested
- Report annually at a regular Board of Education meeting
- Promote inter-school athletics in the school divisions through social media communication, school division publications and local media outlets

Leadership Practices

- Exemplary leadership, collaboration, consultation and problem-solving skills.
- Ability to motivate others to implement innovative practices that respond to the needs of every student.
- Ability to work in a team environment, seek and attend to feedback, and generate high-quality work.
- Positive representative of their school and the Good Spirit and Christ the Teacher School Divisions.
- Establishes and maintains positive, professional working relationships with all school division staff.
- Unites people toward achieving the Board's goals.
- Demonstrates a high commitment to the needs of students.
- Promotes the GSSD & CTTCS values.

Knowledge, Skills and Abilities

- **Quality & Organization of Work**

Demonstrated ability to independently initiate and organize projects to achieve work process efficiencies. The Athletics Director must demonstrate their ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.

- **Adaptability & Flexibility**

An Athletic Director must demonstrate their ability to prioritize multiple demands and effectively manage time while being responsive to changing priorities. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change. Strong problem-solving skills and demonstrated ability to apply judgement in complex, highly sensitive and sometimes ambiguous situations is essential.

- **Communication**

An Athletic Director must have superior interpersonal and communication skills and be able to communicate professionally with administration and staff. Excellent interpersonal skills along with proven written and oral communication are required.

- **Job Knowledge**

- Be knowledgeable and supportive of applicable Board and Division policies and procedures.
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
- In depth understanding of training programs with an athletic focus (Respect in Sport, Concussion Protocol, etc)

- **Cooperation & Teamwork**

An Athletic Director must be able to work with staff and provide appropriate information and support in a timely manner. The person in this position must have the ability to work as a team player as well as work independently with minimal supervision.

- **Attitude**

An Athletic Director must present a positive and professional attitude towards others, their work, and the division and conduct oneself in a manner appropriate to an educational institute that provides services to children.

- **Confidentiality**

At no time should an employee discuss, in public, information pertaining to employees, students or the operation of the division. An Athletic Director is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

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