



Position: Athletics Director (AD)/Assistant Principal (AP)

Our Vision:

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

We are committed to developing a team of effective educators who are dedicated to closing the achievement gap in a high-need, diverse community of learners and this position is critical to meeting that commitment. We are privileged to serve students from the Ute Mountain Ute Tribe and the Navajo Tribe, which contribute greatly to the cultural richness of our community and schools.

Position Summary: Responsible for oversight, supervision and evaluation of the activities program, coaches, and sponsors. Serves as a member of the building administrative team with all the responsibilities of a team member. Promotes good community relations among various communities and school clientele. This position engages in overseeing the establishment, implementation, adherence to state policies, school board policies and procedures regarding student discipline.

Typical Responsibilities:

- Coordinates and schedules activities/athletics
- Recruits, coordinates, and evaluates coaches and sponsors.
- Assists with the supervision and evaluation of the teaching staff.
- Oversees the personal property accounting for the building athletics and activities.
- Facilitates community use of the building according to district policy.
- Coordinates all areas of the activity/athletic program including budget, officials, transportation, league meetings, equipment, eligibility of participants, and crowd supervision.
- Organizes special school-wide enrichment activities.
- Participates with the administrative team in developing yearly, monthly, and weekly calendars of events.
- Attends after-school events as a representative of the admin team.
- Performs other related duties as assigned or requested

Candidate Profile:

Education and Certification:	<ul style="list-style-type: none"> · Master's Degree (Required) · Assistant Principal License for Colorado or verification of entrance into the program (Required)
Experience and Skills:	<ul style="list-style-type: none"> · High level of organization and timeliness · Excellent communication skills · Experience with activities/athletics and staff evaluation · Leadership experience in schools · High level of personal organization and planning · Technology proficiency in Excel, Word, PowerPoint · Demonstrated ability to work efficiently with staff, coaches, students, sponsors, families, and the community
Culture and Fit:	<ul style="list-style-type: none"> · Commitment to the mission and values of Montezuma Cortez Re-1 · Ambition and desire to grow as a leader · Openness to feedback · Maintains and models high standards of personal and professional integrity · Collaborative practitioner

Essential Physical Demands:

- Occasional lifting (20-50lbs)
- Frequent sitting, standing and walking

Supervisory Duties: Supervise professional, paraprofessional, administrative and support staff attached to the school; supervise coaches hired by the school.

Reports to: Principal

Requirements and Working Conditions: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Reach with hands and arms			X	
Use hands to finger, handle or feed			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Weight and Force Demands:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer *(Title II/ADA, Title VI)*

Cynthia Eldredge, Executive Director of Human Resources
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer *(Section 504)*

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118
504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:

www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135
titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales

400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118

504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:

www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.