



Dolores School District – INTERNAL JOB POSTING

Position Title:

Athletic Director

School/Department:

Athletics

Work Location:

District Wide

Position Type:

Part-time

Compensation

- **Pay Range:** \$23,250/year
- **Additional Compensation:**
Stipends

Benefits

- This position is not eligible for benefits.

Position Summary

Coordinates all areas of activity/athletic program including budget, officials, transportation, league meetings, equipment, student eligibility, eligibility handbook, ticket selling, inventory and other assigned duties

Essential Duties and Responsibilities

Manage all student athletic and activities

1. Enforce student athlete policies
2. Evaluate and support coaches
3. Provide safe and secure extra-curricular environments
4. Counsel students and parents about school and district policies
5. Maintains high standards of student conduct and works to ensure discipline codes are followed for all students, according due process to the rights of students.
6. Serves as a resource to staff in dealing with students' eligibility and their academic success.
7. Coordinates transportation requests with the transportation department and the district office in the required timeline.
8. Coordinates facility use requests with the secondary office in the required timeline.
9. Supervises the daily implementation of athletics and activities.
10. Blends positive people to people skills and organizational needs to develop an open, trusting relationship between faculty, students and community members
11. Coordinates activities / athletics at Dolores School District
12. Coordinates and participates in athletic program assessment
13. Recruits, coordinates and evaluates all coaches and sponsors
14. Provides assurances of all coaches being CHSAA certified
15. Serves as Administrator during all home activities and select away activities. In the event that this is not possible, appoints an acting administrator to serve.
16. Participates with the administrative team in developing yearly, monthly and weekly calendars of events
17. Keeps the Dean of Students and principals informed of activities and problems
18. Initiates, designs and implements programs to meet the needs of the school with the approval of the Dean of Students and Principal
19. Keeps abreast of changes and developments in CHSAA rules and regulations
 - a. Assists in the orientation and development of new coaches and sponsors
 - b. Assists in preparation of the school budget related to activities and athletics, and has the responsibility for the management of those funds.
 - c. Performs such other tasks and assumes other responsibilities as the principal may assign related to activities or athletics
 - d. Supervises and evaluates the school's extracurricular activities
20. Job duties may include other duties as assigned

Minimum Qualifications

- Knowledge of leadership skills, strong management skills, conflict management skills
- Experience as a coach

- Knowledge of Athletics and Scheduling
- Organizations and record keeping skills
- Strong relationship skills and excellent verbal and written communication skills
- Knowledge of student discipline policies, protocols and best practices

Application Process

Internal candidates must apply via email to:
hr@dolores.k12.co.us

Required materials:
Letter of interest - Hard Copy or emailed

Application Deadline

Open Until Filled

Internal Posting Notice

This position is posted in accordance with the Colorado Equal Pay for Equal Work Act. All qualified internal candidates are encouraged to apply.

Posted Date:8/21/2026

Contact: Calyn Allen, hr@dolores.k12.co.us