



Dolores School District – Job Posting

Position Title: Athletic Director

School/Department:

Dolores School District RE-4A Athletics

Work Location: District Wide

Position Type:

Full Time, Part Time Stipend

FLSA Status: Non-Exempt, Exempt

Compensation

Pay Range: \$23,250/year

Additional Compensation: Stipend Pay

Benefits

- None

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
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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
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Work Schedule

4 Day School Week, Monday-Thursday

Application Process

All applicants should submit the following materials via email to:
hr@dolores.k12.co.us

Required Materials:

- Resume
 - Classified Application found at <https://dolores.k12.co.us/human-resources/>
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Application Deadline

Until Filled

Equal Opportunity Employer

Dolores School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, or any other protected status under applicable federal, state, or local law.

Compliance Notice

This position is posted in accordance with the Colorado Equal Pay for Equal Work Act. The compensation range listed reflects the district's good faith estimate of what it expects to pay for this position at the time of posting.

Posted Date: 8/21/26

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

