

**STATE OF HAWAII
DEPARTMENT OF EDUCATION**

ATHLETICS ADMINISTRATIVE OFFICER, OAHU DISTRICTS, EO-08

DUTIES SUMMARY:

Has program responsibility for planning, implementing, evaluating, directing and supervising all of the athletic program activities for the four (4) Oahu district schools which comprise the Oahu Interscholastic Association; provides statewide technical services to all leagues or athletic associations; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class differs from the District Educational Specialist II in that the District Educational Specialist II performs the simple to complex assignments in curriculum and program development, improvement, implementation, and evaluation on a complex area/district-wide basis usually under the general administrative and technical supervision of the Complex Area/District Superintendent; whereas the Athletics Administrative Officer, Oahu Complex Area/Districts, performs the simple to complex assignments in planning, designing, developing and evaluating the athletics programs on an Oahu-wide basis for the four (4) Oahu school complex areas/districts, under the general administrative and technical supervision of a Complex Area/District Superintendent.

Positions in this class are afforded extensive independence in supervising ongoing and established programs and activities. Controls imposed are generally in the form of general directions as to activities, policies, and deadlines.

EXAMPLES OF DUTIES:

1. Provides administrative and technical supervision over the program.
2. Serves as executive secretary of the Oahu Interscholastic Association (OIA).
3. Advises school, complex area, district, state, county and federal personnel on program planning and development.
4. Represents the association in presenting information to the Superintendent, the Board of Education, the Legislature, the general public, and other public agencies and private organizations on program matters.
5. Serves on special task forces or other committees as requested by the Complex Area/District Superintendent.
6. Conducts special studies, makes recommendations, and prepares and submits reports to the Superintendent and the Board of Education as requested.
7. Provides training sessions and seminars for coaches, athletic directors, sports officials, teachers and students; prepares financial reports of all OIA gate receipts and tickets sold for all OIA activities, and assists the Office of School Facilities and Support Services (or successor organization) in the accounting of gate receipts, disbursements and deposits.

8. Provides for qualified sports officials for all athletic activities.
9. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Education: Graduation from an accredited college or university with a master's degree in education with specialization in physical education or other subject field appropriate to the areas of assignment; **AND**

Experience: Seven (7) years of progressively responsible job-related professional experience in the specialized area of responsibility or closely-related fields, including five (5) years of teaching in the specialty or related fields and two (2) years of responsible job-related professional experience in curriculum or program-planning; **OR**

Any equivalent combination of education and experience which provides the following knowledges, abilities and skills:

1. **Knowledge of:** Basic principles, theories, and practices of education, including curriculum and program planning and development; current principles, theories and practices in the specialized area of responsibility; applicable laws, rules and regulations; principles and practices of public relations and budget preparation.
2. **Ability to:** Develop, analyze and evaluate plans, programs, and procedures; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; analyze programs; and present and explain budgets to public officials and others.

RECOMMENDED EQUIVALENCIES FOR EDUCATION: None

RECOMMENDED EQUIVALENCIES FOR EXPERIENCE: None