

JOB DESCRIPTION

JOB TITLE: ATHLETIC DIRECTOR

General Description:

Under the direction of the Principal, plan, organize, control and direct school athletic activities; schedule and coordinate athletic programs and events on campus; serve as liaison between administrators, Human Resources Department, parents, students and outside agencies; supervise and evaluate the performance of assigned personnel; teach courses authorized under a valid California teaching credential at the secondary level.

Essential Responsibilities:

- Maintain team schedules, rosters, and athletic contest results on school and District website
- Represent the school in District, League, Regional, State and other relevant meetings and committees as assigned.
- Determine eligibility of athletes in accordance with District and CIF requirements
- Plan and direct the recruitment, selection, and training, including CPR/First Aid and Coaching Principals Certification, for qualified coaches
- Assist in the evaluation of coaching staff
- Attend home and away athletic events, including playoffs
- Serve as school liaison and public relations officer for the Athletic Program
- Assists eligible athletes in obtaining athletic scholarships
- Plans and supervises recognition programs and events for all programs
- Promote and implement leadership development programs for student athletes including community service, alcohol and drug prevention, and diversity
- Coordinate and supervise all fundraising activities for all sports
- Interprets to pupils and their parents School District policies and procedures regarding discipline, attendance, and school rules and regulations regarding student behavior
- Direct the preparation and maintenance of a variety of data, reports, records and files related to student eligibility, assigned activities and personnel; assure compliance regarding discipline procedures for coaches and students according to established procedures, laws and regulations
- Develop and prepare the annual preliminary budget for the site athletic programs and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; coordinate the purchase and maintenance of athletic equipment.
- Coordinate the transportation of athletic teams according to District policy and administrative regulations
- Coordinate and participate in meetings, conferences and in-services; organize and conduct training sessions for athletic personnel
- Develop and maintain an updated Coaches Handbook to enhance staff knowledge of rules, regulation, procedures, policies, budget information, equipment inventory and other school athletic program expectations
- Monitors and communicates circumstances of scholastic and residential eligibility for interscholastic competition.
- Schedules or approves schedules for all events; postpones or cancels events when necessary, giving due notice to coaches, opponents and officials; secures and/or cancels transportation
- Instructs coaches on the beginning, duration and end of season as well as lengths and frequency of practices, keeping in perspective demands of the activity in relation to other demands in the lives of student athletes
- Monitors safety practices and procedures, emphasizing and reinforcing safety in all athletic areas
- Responsible for administration of funds that have been allotted to athletics, including budgets, ticket sales, fundraising, and fees
- Assures the preparation and maintenance of all playing fields and gymnasiums in conjunction with district maintenance department
- Provides leadership in the athletic community as to the standards of athletic sportsmanship, conduct, and ethics
- Responsible for presentation to athletes and parents regarding the district's drug testing policy, athletic code of conduct, insurance plans, and other rules and regulations of the athletic department
- Perform related duties as assigned

Skills, Knowledge, Abilities:

- Skills, knowledge to appropriately manage personnel and programs, communicate effectively, problem solve
- Knowledge of curriculum, education code, district policies
- Knowledge of implementation of state frameworks and appropriate instructional strategies
- Abilities to sit for prolonged periods
- Provide direction to others and make independent judgements
- Keep and maintain accurate records.

Skills, Knowledge, Abilities:

- Meet Deadlines
- Communicate with individuals of varied cultural and educational backgrounds.
- Communicate in oral and written form
- Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation
- Ability to coordinate and direct the school athletic program
- Evaluate all school head coaches
- Oversee school athletic schedules
- Provide for effective game management and supervision for school athletic contests
- Effectively plan and manage the school athletic budget
- Promote and develop community financial support for the school athletic program
- Develop long range program needs for facilities, maintenance of existing facilities and equipment needs for the school athletic budget

Qualifications:

Required:

- Minimum of 3-5 years of verifiable successful teaching experience preferred
- Minimum of 2 years verifiable coaching experience required.
- Experience as an athletic director desired
- Experience in working with a diverse student population desired
- Master Degree desired
- Bilingual skills desired

Education:

- A valid California teaching credential authorizing service as a secondary level teacher.

Licenses and Other Requirements:

- A valid First Aid Certificate, including CPR training.
- A valid California Class C driver's license

Physical, Mental, and Environmental Demands:

Physical:

Sitting, walking level surface, bending, use of both legs; fine coordination, wrist/arm motion, use of all fingers, use of both hands; lift objects 1-15 lbs., carry/push 1-15 lbs.; color vision, near vision, use of both eyes, sense of smell, normal hearing, distinguish sounds in transmission, speaking.

Mental:

Stress of deadlines, stress of interpersonal conflict, normal work standards stress, ability to work with interruption, concentrate for long periods of time, reading interpreting codes, laws, policy, calculate, perform routine math process, memorize and recall objects, people, analyze problems, and generate alternatives, reconcile apparent ambiguities, solve multi-variant problems.

Board Approved: March 25, 2014