



Job Description

Position:

Athletic Director

General Description:

Under the direct supervision of the principal is responsible for coordinating, implementing and evaluating a high quality school athletic program in compliance with district and league policies.

Job Goal:

To create a positive learning environment where youth learn sportsmanship, fundamentals and/or mastery of skills, teamwork and cooperation.

Essential Duties and Responsibilities:

- Keeps administration fully informed of all aspects of the athletic program.
- Represents the school in all athletic business at district, league and section meetings.
- Insures that all appropriate material and information regarding league rulings, tournaments, etc., are disseminated to coaches in a timely manner.
- Resolves conflicts that develop within the athletic department.
- Conducts regular meetings of the coaching staff and volunteers for purposes of disseminating information, developing policy and problem solving.
- Insures that all coaches and volunteers are appropriately trained and certified in accordance with Education Code, league policy, and district policy.
- Assists the administration in the selection and evaluation of coaching staff.
- Observes coaches sufficiently in order to make future recommendations in terms of job expectations and to make recommendations to the principal as to coaches' job assignments.
- Prepares an annual budget for the athletic program and approves all requisitions and expenses.
- Prepares and maintains with the assistance of the head coaches, an inventory of equipment and uniforms, and a schedule for the orderly replacement of same.
- Orders medical supplies and distributes them to the coaches as needed.
- Prepares with the assistance of the coaches, all athletic schedules and a master calendar of all athletic events and summer activities.
- Prepares with the assistance of coaches, all transportation requests and submits them to the transportation director.
- Prepares a weekly list of athletes leaving school early for dissemination to the teaching staff via the daily bulletin.
- Works with the administration to coordinate the scheduling of substitutes to cover classes for coaches attending events during school hours.
- Coordinates with the District Office all requests for payment of officials.
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- Coordinates with the administration the necessary staff and/or police supervision of contests, as well as scorekeepers and timers.
- Supervises home and/or away athletic events as scheduled with site administrators.
- Coordinates the schedule of athletic facilities and works with the maintenance staff to maintain the facilities.

- Insures that completed athletic packets are on file in the office and in the possession of the coaches for all participating students.
- Conducts eligibility reviews of athletes in accordance with league and school requirements and submits the required reports.
- Fosters good school-community relations by keeping the community aware of and responsive to the schools' athletic programs.
- Performs other duties that are consistent with the nature of the position, as directed by the principal.
- Organizes physicals for athletes during summer months.
- Orders and prepares and certificates for athletes.

Required Skills:

Ability to:

- motivate students
- exercise fairness in dealing with student athletes
- conduct oneself in a professional, ethical and exemplary manner at all times
- maintain poise and composure during practice and games
- relate to students of differing athletic abilities
- establish and maintain effective work and student relationships with a variety of people in a multi-cultural, diverse socio-economic setting
- learn and communicate district and league policies to coaches and parents
- knowledge of effective coaching practices/techniques and the rules for the particular sport

Physical Requirements:

Ability to see for purposes of reading policies and printed material. Ability to understand speech at normal levels in person or on the telephone. Ability to communicate so others will be able to understand a normal conversation in person or on the telephone. Ability to operate necessary equipment including computers and computer software with dexterity. Ability to drive a vehicle to conduct work. Ability to occasionally lift/carry supplies, materials and equipment weighing up to 25 pounds. Ability to demonstrate mental acuity in the performance of job related duties and interactions with students and adults.

Working Conditions:

While performing the duties of this position, employee may regularly work in outside weather conditions. Exposure to seasonal temperatures, dust, wind, etc. Noise level exposure to student and campus noise is moderate to very loud.

Basic Qualifications:

- California Teaching Credential (preferred)
- Completion of AB346 requirement
- Completion of coaching education course as outlined by CIF
- Completion of first aid and CPR certification

Days:

Responsible for Fall, Winter and Spring sports seasons.

Salary:

As set forth in the certificated schedule of extra service assignments.

Evaluation:

Principal