

ATHLETIC DIRECTOR - HIGH SCHOOL

BASIC FUNCTION:

Under the direction of the site administrator, coordinate and oversee all functions related to the student athletic program.

ESSENTIAL JOB FUNCTIONS:

Ensure that all aspects of Title IX are fully implemented.

Work closely with the Athletic Administrator and the Administrative Team.

Oversee all athletic expenditures; develop, coordinate and control a yearly budget for athletic funding requirements from ASB funds, etc. to ensure fiscal responsibility.

Meet with each coach to develop the following season's budget and athletic needs.

Coordinate the athletic calendar with the school administration.

Attend and supervise all home athletic events; serve as contact person for officials during home events.

Assist in the establishment of sports program operational procedures, and in the activities and functions pertaining to home and away games and special activities.

Coordinate all athletic activities on the campus.

Work with the Athletic Administrator and Security Manager in arranging all needed supervision and security for all athletic events.

Coordinate the release of students from classes for participation in athletic contests with the administrator and attendance office.

Coordinate activities with ASB Advisor.

Serve as liaison with athletic booster clubs and assist booster clubs to ensure that proper financial reporting is done.

Review, monitor and oversee fundraising and booster club activities.

Review, monitor and audit the publications and materials prepared for distribution concerning athletic program information and activity announcements.

Select or assist in the selection of materials, equipment and supplies used in the interscholastic sports programs.

Confer with, counsel, and advise site administrators concerning interscholastic sports programs and special project programs and activities.

Make recommendations to revise, update and incorporate creative and innovative trends into the District interscholastic sports program.

Oversee site athletic activities, providing leadership & implementing program policies.

Coordinate athletics program including completion of CIF athletic contracts, submission of athletic schedules, and verification of adherence to CIF Southern Section rules.

Serve as League and CIF representative in communication with all coaches, principal, and others; attend District, league, and appropriate CIF meetings and keep the principal informed of any and all information pertaining to the athletic program.

Oversees each sport in respect to inventory, care, storage, and new equipment purchase requisitions.

Coordinate and ensure the eligibility of athletes at all levels.

Ensure that each coach follows District policy/procedures, CIF Bluebook regulations and athletic code of conduct.

Coordinate with the Head Coach of each sport to develop a schedule of games appropriate to the school's level of play and competition.

Coordinate all sports banquets and ensure all letters, certificates and awards are ordered.

Work with site administration to evaluate programs and coaches at the conclusion of each season.

Coordinate and document the equitable use of facilities for practice times and league schedules.

Submit requests to the CIF-SS office for home game officials and arrange for their payment.

Conduct periodic athletic meetings with coaches to ensure common philosophy, staff development, coordination of facilities, and compliance with League and CIF regulations.

Arrange transportation requests for athletic events and serve as liaison between the Transportation Department and the school site.

Recommend coaches and assistants to school administration for submission to the Human Resources Office for Board of Education approval, complete with certification of First Aid training, CPR certifications, and CIF coaching qualifications.

Articulate with feeder schools and orientate incoming freshmen.

Monitor the maintenance of athletic facilities.

Expedite work orders for facilities, field preparation, equipment, etc.

Assist parents, students and other teachers/coaches with athletic concerns.

Promote site athletics in a positive manner to the community, students, and staff.

Conduct parent and student athletic meetings.

Coordinate with coaches on interventions designed to assist players in maintaining athletic eligibility.

Coordinate duties and schedule of the trainer.

Represent the school at league and California Interscholastic Federation – Southern Section meetings and functions.

Set up practice schedules for all teams for the use of fields, gymnasium, swimming pool, and other practice areas.

Secure adequate medical coverage at all home athletic contests.

Represent the athletic department at award dinners/programs.

Work with sports league officials concerning regular season and play-off scheduling sites.

Promote the athletic-scholar concept and emphasize its inclusion in all campus and interscholastic programs.

Review all new materials from CIF in order to in-service members of the high school staff.

Arrange and contact the proper staff for restroom facilities, custodial staff, areas for field games to be set-up properly, and officials for the events.

Ensure there are procedures and programs for reporting and caring for athletes who are injured.

Provide information to school administration, faculty, the Communications Office, and news media regarding athletic events.

Distribute, review, and have each coach sign the District Coaches' Handbook at the beginning of each year.

Prepare and distribute weekly activity sheets to the coaches and school administration (regarding times of departure, game times, rosters, etc.).

Coordinate the athletic program and arrange for physical exams.

OTHER FUNCTIONS:

Perform related duties as assigned.

Incorporated within one or more of the previously-mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

Ability to work at a desk and in meetings of various configurations.

Ability to read printed matter and computer screens.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop and reach.

Ability to push, pull, and transport athletic, instructional, and presentation materials and equipment.

Ability to drive a personal vehicle to conduct business.

KNOWLEDGE AND ABILITY TO:

Knowledge of:

School, district and CIF-Southern Section policies and regulations.

Basic safety and care issues as related to interscholastic athletics.

Inter-District scheduling and athletic contract format.

School and district procedures for game arrangements, monetary concerns and post-game closing.

Budget management, payroll and personnel guidelines.

Levels of responsibility from school site through the district office to CIF.

Human relations strategies, conflict resolution strategies and team-building techniques.

Ability to:

Direct, lead and coordinate the many components of a school athletic program.

Analyze problems, identify potential solutions and make appropriate and effective decisions.

Establish effective organizational and community relationships.

Work in a diverse socio-economic and multicultural environment.

Communicate effectively with parents and coaches.

Develop and maintain open channels of communication between home and school.

Develop and maintain an atmosphere of mutual respect among students, teachers, and staff.

Evaluate academic and athletic progress.

Keep records that meet the needs of students, school, and District.

EXPERIENCE:

Three to five years of successful experience as a varsity head coach preferred. Three years of successful teaching experience at the secondary level.

CREDENTIAL:

Must possess a valid California basic teaching credential authorizing service at the secondary level, including an authorization to teach English Language Learners.

Possession of a valid First Aid, CPR and Concussion Certificates.

Must possess a valid California driver's license.

SALARY:

Appropriate placement on the Certificated Unit Members Salary Schedule, plus a ratio of 1.14.

WORK YEAR:

194 days