

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Athletic Director

DEPARTMENT: Comprehensive High Schools

POSITION SUMMARY:

Under the direction of the Principal, plan, organize, control and direct high school athletic activities; schedule and coordinate athletics programs and events on campus; serve as liaison between administrators, personnel, parents, students and outside agencies (e.g. Booster Clubs); supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

1. Plan, organize, control and direct high school athletic activities; develop standards and procedures for high school athletic programs; coordinate athletic camps on school facilities and security at athletic events.
2. Serve as liaison between administrators, personnel, parents, students, boosters and outside agencies; respond to inquiries and provide information concerning school athletics programs; coordinate activities and programs, resolve issues and conflicts and exchange information with groups involved.
3. The Athletic Director is to take primary responsibility for staffing the athletic program and coordinate the interviews, reference checks, selection, and assignments of both voluntary and paid coaching staff. The Athletic Director is to ensure all paid or voluntary coaches meet the requirements for the position and are cleared for employment and to be at a school site through the Human Resources office, including submission of negative T.B. test results. Maintain confidentiality of any and all employee medical information.
4. The Athletic Director will regularly observe and evaluate all coaches in order to ensure they meet District requirements, support District philosophy regarding athletics, and are providing role models for student athletes in compliance with District guidelines (such as Character Counts and ASEP).
5. Develop and submit a timely annual budget for the site athletic programs and activities; analyze and review budgetary and financial data to remain fiscally sound; control and authorize expenditures in accordance with established limitations; coordinate the purchase and maintenance of athletic equipment. At the end of the school year the Athletic Director will submit a financial report to the site Principal, and a copy of the report will be provided to the Superintendent and the Board of Education.
6. The Athletic Director should be responsible for the organization and operation of the interscholastic athletic program for the school and develop and approve athletic schedules for the high schools. Schedule all officials for athletic events and arrange for their compensation, coordinate medical staff and equipment necessary during games, and establish game contracts and guarantees with visiting schools. Should an athletic event be cancelled, the Athletic Director is responsible for contacting all parties involved and rescheduling the make-up event.
7. Administer and set up game day requirements such as tables, chairs and equipment; and supervise gate personnel. Attend District sporting events on a regular basis and assist as needed with tasks related to the event such as team or spectator control.
8. Administer all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the California Interscholastic Federation and the particular League for each High School Athletic Department (for example, S.J.A.A., T.C.A.L. and V.O.L.); title IX compliance as it relates to athletics and facilities, and all District Board policies related to the Athletic Departments. Represent the school as necessary in all athletic business at District, League, Section and State meetings.
9. Arrange for and purchase awards to be presented and schedule banquets. Obtain prior approval from the Superintendent regarding the naming of athletic awards.
10. Schedule, promote, and staff physical examinations for each athletic candidate prior to the fall, winter, and spring sports sessions. Maintain a permanent confidential file at the school site of medical examinations, insurance forms, parent consent forms and information on athlete team suspensions and expulsions. Assist head coaches in checking athletes to be sure all proper clearance forms have been turned in by the athlete.

11. Chair and administer League meetings as assigned, and host All League tournaments and League meets as necessary.
12. Ensure that equipment is properly inventoried and maintained. Coordinate with coaches regarding athletic equipment inventory, and maintain a record of the location of equipment being used and stored.
13. Coordinate athletic facility use with other school sites and outside groups including use of facilities between men and women's athletic programs. Review and approve facility use agreements as necessary for athletic programs.
14. Communicate with the site Principal, P.E. Dept. Chair, and Maintenance/Grounds Supervisors on a regular basis to ensure the best use and maintenance of athletic facilities and buildings.
15. Provide input, when necessary, to the site Principal and Facilities Dept. regarding the planning and development of new facilities.
16. Coordinate with the Principal, director of student activities, cheer advisor and coaches on the scheduling of athletic assemblies and rallies, including rooter buses, band and pep squad, etc.
17. Supervise and evaluate head coaches on a regular basis. Ensure that head coaches are evaluating the assistant coaches annually.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. The Athletic Director shall hold an appropriate valid California teaching credential. It is desirable that he/she not coach a major varsity sport during his/her service as Athletic Director. Previous successful coaching experience preferred.

SKILLS AND QUALIFICATIONS:

1. Knowledge of intermediate computer skills including the ability to maintain the school's Athletic Website and respond to electronic communications from inside and outside the District.
2. Ability to communicate effectively, orally and in writing in order to arbitrate and mediate problems arising within the ranks of the athletic department, between coaches and athletes, or between coaches, parents and other adults.
3. Knowledge of all Rules and By-Laws of the California Interscholastic Federation and individual Leagues in order to be responsible to the Principal for League and CIF eligibility of the athletes and adherence to all CIF criteria, including scholastic eligibility of all candidates.
4. Be able to interpret the specific application of rules and regulations for a sport, and make certain coaches are aware of all rules and regulations governing their sport.
5. Ability to work effectively with outside interest groups, such as athletic clubs or parent advisory groups and seek ways for supporting and financing the athletic program. Support eligible coaches' participation in scouting activities and clinics to strengthen athletic programs.
6. Support eligible coaches' participation in scouting activities and clinics to strengthen athletic programs. Support coaches in the recruitment process.
7. Knowledge of the District insurance program.
8. Evaluate the athletic program and seek ways of improving interscholastic athletics. Present recommendations for changes in policies from the athletic department to the site Principal, and be responsible for the annual review of the Coaches Handbook and Athletic Code book
9. Maintain a good working relationship with the local press, and strive to ensure that each of the activity areas receive proper publicity.
10. Communicate athletic team transportation needs to the Transportation Department and forward documents to Transportation for the purpose of clearing parent/volunteer drivers. Communicate the approval or disapproval of parent and volunteer drivers to the responsible coach.

PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Stand for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 75 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work in indoors and outdoor environments and come in direct contact with school site staff, students, parents, and the public. In addition, the Athletic Director must perform duties and responsibilities that occur outside school buildings and facilities on the school campus and at other school related activities and events.

SALARY: Per current TEA Master Agreement.

DAYS OF SERVICE: Per current TEA Master Agreement.

Board Revised: June 23, 2009