

	<p><i>Athletic Director</i></p>	<p>Initial Date: March 14, 2017 Board Approval: March 21, 2017 Revision Date: Range: MHELA Reports to: Site Principal</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under general direction of the site principal, promotes overall growth and development of athletic programs; serves as liaison between coaches, school and district administration, other schools’ athletic directors and coaches; assists the school’s administration in the coordination of MHUSD, BVAL and CCS athletic affairs.

REPRESENTATIVE DUTIES:

Athletic Eligibility

- Oversees/coordinates athletes’ grades eligibility activities according to the District eligibility policy, BVAL and CCS requirements.
- Verifies residential eligibility of all athletes, ensuring that all necessary forms are obtained, filed out properly and submitted in a timely manner.
- Responsible for communicating the verification of athlete eligibility to the coaching staff of the applicable sport.

Community Relations

- Attends all District, league, CCS, AD, and booster meetings.
- Coordinates and organizes all school site athletic meetings with students, parents, and coaches, including sportsmanship and code of conduct meetings.
- Oversees the update of athletic schedules and events to be posted on website and other social media
- Prepares announcements for students, staff, and parents regarding upcoming events, try-outs, results of contests.
- Contact person for print or social media regarding school site’s athletics
- Meets with administration and leadership team regularly to develop and review the needs of the athletic programs and goals.

Coaching Staff

- Assists with the recruitment, selection, and assignment of athletic coaches, under the direction of school administration and Human Resources.
- Assists with the coaches’ certification process and communicates to coaches and school administration the status for compliance before each sport season.
- Provides orientation and ongoing training to coaches to keep current on CIF, CCS, BVAL, and MHUSD policies, rules and regulations.
- Ensures that all coaches have copies of all athletes’ physical exams, insurance cards, and ASB cards at the required date.
- Coordinates end of season inventory and checkout of coaches.
- Support the administration in the annual evaluation of coaches.

Athletic Budget

- Prepares, recommends, and monitors the athletic program budget, including ASB funds, team funds, booster funds, as well as funds from other fundraising activities.
- Oversees that all school bank procedures are followed per ASBO guidelines.
- Reviews program budget with school administration.

Athletic Facilities

- Coordinates the overall program of athletics and practice schedules with the physical education department and administration.
- Monitors the preparation and care of athletic facilities.
- Assists in the coordination of the use of all athletic facilities throughout all sport seasons including holidays, weekends, and school breaks.
- Coordinates the use of athletic facilities with the school's and District's facilities use master calendar.

Uniforms and Equipment

- Prepares requisitions for uniforms and the purchase of equipment for all teams.
- Orders new and/or replacement equipment, as needed.
- Orders and coordinates the maintenance of all equipment, as needed.
- Coordinates the inventory of all uniforms and equipment for each sport season.

Athletic Contests

- Supervision of all athletic events as administrative designee and/or coordinates with administration to ensure that appropriate supervision is scheduled for all athletic events.
- Oversees requests for officials for all contests and communicates with officials associations, as needed.
- Promotes and supervises that all athletes, coaches, students, parents and staff demonstrate good sportsmanship at all athletic events.

Additional Leadership

- Coordinates the ordering of bus transportation or the use of District and/or private vehicles to transport student athletes to scheduled athletic events, following District procedures.
- Coordinates awards for all teams and all end of year awards
- Promotes academic success for all athletes.
- Writes letters of recommendation for athletes, as requested.
- Keeps athletes informed of scholarship opportunities.
- Provides information to athletes and parents regarding NCAA Clearinghouse.
- Other related duties, as assigned.

WORKING CONDITIONS:

ENVIRONMENTAL CONDITIONS:

- Both indoor and outdoor working environment: office, fields, courts
- Emotional and physical stamina necessary to maintain a rigorous work schedule

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned
- Dexterity of hands and fingers
- Moderate to high stress level

HAZARDS:

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

MINIMUM EDUCATION, EXPERIENCE, AND ABILITIES:

- Minimum of 5 years of experience as a teacher of physical education, athletic coach, athletic trainer, or other administrative athletic organizational position.

- Teaching credential, administrative services credential, or a bachelor's degree in sports management or similar field of study.
- Ability to drive to various locations for athletic events, meetings, conferences, and professional development.
- Ability to work a flexible calendar, as the position at times requires Saturdays, evenings, holidays, and school breaks.
- Have met all of the required State of California coaching certifications.
- Valid CA driver's license and evidence of auto insurance based on DMV regulations may be required.

LICENSES AND OTHER REQUIREMENTS:

- May require a valid California's Driver's License
- May require pre-employment physical examination

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.