

## LOMPOC UNIFIED SCHOOL DISTRICT

### ATHLETIC DIRECTOR

#### BASIC FUNCTION:

Under the immediate direction of the site administrator or designee, supervises and administers an efficient operation of the Athletic Department; develops a program that offers students a worthwhile athletic and educational experience; includes a teaching assignment; supervises certificated and classified employees; assists in other programs as assigned.

#### ESSENTIAL DUTIES:

Oversees all athletic activities; provides leadership in planning sports events; implements program policies at the school site; serves as a public relations liaison for the school.

Coordinates respective interscholastic athletic programs including completion of CIF athletic contracts, submission of athletic schedules, verification of adherence to CIF Southern Section rules; verifies student eligibility.

Informs each coach of the eligibility procedure and CIF Blue Book regulations; ensures the compliance by each coach of those procedures.

Coordinates with the Head Coach of each sport to develop a schedule of games equal to the school's level of play and competition; assures the submission by coaches of team rosters, team scores and individual or team records.

Coordinates the use of facilities for practice times, practice and league schedules; coordinate site tournaments with the appropriate Head Coach; coordinates all athletic events with other events on the school activities calendar.

Secures and schedules personnel necessary for contest management; checks all necessary game equipment one day prior to athletic event including video equipment.

Submits requests and verifies assignment of home game officials; participates in evaluation of officials; arranges for and presents payment to officials.

Prepares, coordinates and controls the respective athletic program budgets; ensures that budgets are complete and on time for submission.

## ATHLETIC DIRECTOR (continued)

Supervises athletic fund raising activities; requires an accurate accounting of all funds and their use.

Coordinates with the Head Coach of each sport in respect to equipment inventory, care, storage, repair and new equipment purchase requisitions.

Coordinates the end-of-season sports activities and/or banquets.

Submits athletic transportation requests; informs coaches and athletes of time, date and place of pick-up; maintains a log of trip requests.

Coordinates and is responsible for all arrangements and communication for any necessary means/accommodations for traveling teams.

Evaluates each program and the effectiveness of the coaching staff at the conclusion of each sport season; recommends to the Principal the retention/dismissal of personnel for coaching assignments.

Advertises, recruits and screens applicants for coaching positions; coordinates with the staff designee; arranges the interview process; makes recommendations to the Principal regarding hiring of coaching personnel.

Monitors each coach's involvement and interaction with the booster club; verifies that coaches adhere to the proper athletic code.

Communicates successfully and continually with the news media; provides schedules and information; serves as booster club contact when appropriate.

Attends and participates in support group activities; assists in formation and direction of athletic clubs.

Develops a working relationship with each coach to assure communication and efficiency throughout each program.

Attends and supervises school athletic contests; maintains record boards, trophies and displays.

Provides liaison with school groups or activities involved in the use of any athletic facilities.

## ATHLETIC DIRECTOR (continued)

Assists in updating the athletic plant; coordinates with the ground crew for maintenance of the athletic fields.

Coordinates with the Athletic Trainer procedures to be followed in the use of the training room.

Establishes, maintains and supports standards of personal conduct and discipline in accordance with the current District discipline policy.

Actively supports the District's English Language Development (ELD) and special education programs and participates in and instructs in the programs as assigned.

Actively supports the District integration/main-streaming program and encourages the participation of students who qualify for the program.

Maintains professional competence through in-service education activities provided by the District and/or in self-selected professional growth activities.

Identifies student needs and cooperates with other professional staff members assessing and helping students solve health, attitude and learning problems.

Participates cooperatively with the appropriate administrator to develop the method by which performance will be evaluated in conformance with District guidelines.

Prepares bulletins and other communication tools; communicates with students, staff and parents regarding athletic activities; initiates and is responsible for all necessary Athletic Department correspondence.

Conducts athletic department meetings; participates in staff and committee meetings.

Performs other duties as assigned, including special assignments during crises or emergency situations as determined by the Superintendent or designee.

### QUALIFICATIONS:

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Procedures, methods and strategies of organization, management and supervision.

Program delivery strategies, program supervision, assessment and evaluation.

## ATHLETIC DIRECTOR (continued)

Result and performance evaluation techniques pertaining to program and personnel performance effectiveness.

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

Behavior management and behavior shaping strategies, techniques and methods.

In-service and instructional methods for professional personnel.

Federal and State laws, local policies, CIF Blue Book Rules and Regulations with respect to sports programs which may exist at the school sites.

Budget planning techniques and policies.

Socio-economic and cultural background differences of the general school population.

Technology including computers and computer programs.

### ABILITY TO:

Direct, lead and coordinate the multifaceted function and activities of secondary sports programs.

Demonstrate effective instructional, organizational and supervisory leadership.

Visualize and implement change in a positive manner with students, staff and community.

Analyze problems, determine alternative solutions and make appropriate and effective decisions.

Plan, develop and maintain effective organizational and community relationships.

Plan and supervise work of others while meeting schedules and time lines and managing time effectively.

Use good judgment in making decisions.

Maintain records and prepare reports.

Communicate effectively both orally and in writing using grammatically correct language and using confidentiality with discretion.

Work effectively with administrators, staff, parents and community and in multicultural and bilingual environments.

Effectively interpret and analyze data and/or assessments.

Understand and carry out oral and written directions with minimal accountability controls.

Establish and maintain professional, cooperative and effective working relationships with students, parents and staff members.

Display the use of good judgment in making decisions.

Utilize technology and operate computers and computer programs.

Perform the essential functions of the job.

## ATHLETIC DIRECTOR (continued)

### EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience: Successful classroom teaching experience in a secondary school setting with coaching experience, several years coaching experience preferred.

Education: Possession of a Baccalaureate or higher degree, Master's degree desirable, from an accredited college or university with emphasis in secondary education, physical education, a subject matter field commonly taught in the secondary grades or closely related field areas.

### OTHER REQUIREMENTS:

Certification: If in a teaching assignment, possession of a valid California credential and CLAD or B-CLAD certification authorizing service as a teacher/coach in grade level(s) and/or subject area(s) assigned. Possession of valid first aid certification including CPR training.

Condition of Employment: Insurability by the District's liability insurance carrier.

Personal Qualities: Appearance, grooming and personality which establish a desirable example for students, staff and community. Ability to meet District standards for physical and mental health. Better than average recommendations from teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, leadership and coaching performance of the individual. Skill in written and oral expression which provide a desirable model for students and staff. Commitment to the advancement of sports programs in the public schools.

### WORKING CONDITIONS:

#### ENVIRONMENT:

Indoor/outdoor environment.

Subject to seasonal heat and cold or adverse weather conditions.

May work irregular and/or extended hours.

Numerous interruptions.

ATHLETIC DIRECTOR (continued)

PHYSICAL ABILITIES:

Hearing and speaking to accurately exchange information and make presentations.

Seeing to read a variety of materials and observe student participation.

Dexterity of hands and fingers to write and operate instructional equipment.

Bending at the waist, kneeling or crouching to assist students.

Sitting, standing, walking or running for extended periods of time.

Lifting or moving objects, normally not exceeding fifty (50) pounds.

HAZARDOUS CONDITIONS:

Dust, dirt and pollen in open areas.

Walking/running over rough or uneven surfaces.

Possible lifting of injured athlete or equipment.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.