

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **ATHLETIC DIRECTOR**
Department: High School(s)
Reports to: Site Principal

SUMMARY:

The Athletic Director shall serve as the educational leader and executive for the athletic program. The Athletic Director is responsible for the direction and operation of the athletic program, participates in staff and student activities, and exercises leadership in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Staffing
 - * Responsible for submitting recommendations to the principal for staff selection, placement, and retention.
 - * Shall work closely with the coaching staff to work out problems and conduct staff meeting.
 - * Will be responsible for arranging necessary personnel to properly run contests.
 - * Responsible for completing coaching applications and certification process.

2. Scheduling
 - * Shall be responsible for developing all practice and league schedules.
 - * Shall work with the coaching staff to determine opponents for each sport.
 - * Will be the league representative to all league meetings to determine league schedules.

3. Budget
 - * Will work with the coaching staff to determine budget needs for each sport.
 - * Will be responsible for developing a transportation budget.
 - * Will submit a total athletic budget to the principal for consideration.
 - * Will work with the activity director to determine student body contributions to budget needs.
 - * Will be responsible for administering the athletic budget.

4. Supplies and Equipment
 - * Will be responsible for ordering all athletic supplies.
 - * Will be responsible for inventory and storing all athletic supplies.
 - * Will work with each head coach to see that teams are properly equipped.

5. Transportation (Director or Designee)
 - * Will fill out or approve all transportation requests.
 - * Will work closely with the transportation supervisor to coordinate all transportation.
 - * Will be responsible for giving clear directions for out of town contests to the transportation

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6. Facilities (Director or Designee)
 - * Will work closely with the maintenance supervisor to see that all facilities are ready for contests.
 - * Will see that necessary equipment is provided for athletic facilities.
 - * Will work with community organizations to coordinate facilities.
 7. Communications (Director or Designee)
 - * Responsible for sending all communications concerning the athletic program (schedules, rosters, requests, etc.)
 - * Will be responsible for getting rosters and schedules to each teacher.
 8. Awards
 - * Will be responsible for athletic awards for each sport.
 - * Will be responsible for keeping records on each athlete during their high school tenure.
 9. Officials
 - * Will be responsible for arranging officials for each contest.
 - * Will see that officials are paid after each contest.
 10. Student Eligibility
 - * Physical examination.
 - * Grade point average.

SUPERVISORY RESPONSIBILITIES:

Exercises supervision over coaches and athletes as assigned. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Possesses appropriate credential.

CERTIFICATES, LICENSES, REGISTRATIONS:

Appropriate earned teaching credential.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will occasionally sit, walk or stand. Ability to visit various buildings in the district. Specific vision abilities required by this job include close vision distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very moderate to quiet. While performing the duties of this job, the employee must be able to meet deadlines with severe time constraints. The employee will frequently work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for safety, well-being and work output of students and coaches.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.