

OXNARD UNION HIGH SCHOOL DISTRICT
DISTRICT ATHLETIC DIRECTOR/POOL MANAGER

BRIEF DESCRIPTION OF POSITION:

The District Athletic Director/Pool Manager shall, under the supervision of the Director of Student Services, coordinate district-wide athletic activities and the use of swimming pools under the jurisdiction of the district, exclusive of the activities of physical education.

- a. Provides leadership for and works in coordination with schools to maintain competitive ethical standards throughout the district league.
- b. Ensures that appropriate safety measures are an integral part of all athletic/swimming activities planned by the department.
- c. Maintains contact with CIF and notifies schools of any changes of rules, regulations or interpretations that might affect the league.
- d. Oversees the handling of swimming program and athletic funds and receipts.
- e. Assists schools in the scheduling of interleague games and the establishment and coordination of sports programs with the district's feeder elementary districts.
- f. Meets periodically with athletic directors to coordinate activities and events.
- g. Recommends and assists in the development and implementation of district and league goals and objectives.
- h. Prepares, recommends, administers, and monitors departmental budget, including making recommendations for the establishment of fee schedules for various events and activities.
- i.. Develops clients for use of district athletic facilities.
- j. Develops and coordinates district involvement in USS Senior and other age group competitive aquatics programs.
- k. Works with CIF to advance the competitive aquatics program within the district and within the local and greater community.
- l. Hires, schedules, trains, disciplines, and evaluates lifeguards, water safety instructors, maintenance and operations personnel as well as other aquatics program personnel.

OTHER DUTIES AND RESPONSIBILITIES:

- a. Organizes, oversees, and compiles monthly swimming programs attendance figures.
- b. Compiles and submits all incident/accident reports to the district safety officer.
- c. Coordinates inservice and staff meetings.
- d. Prepares reports as directed by district administration.
- e. Promotes assigned activities and programs within the district and the community.

PAY

The District Athletic Director/Pool Manager's pay shall be based upon the teachers salary schedule with an extra duty stipend to be determined and stated in resolution by the Board of Trustees.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach lift, and stand for prolonged periods; see to read fine print and depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

Approved: May 13, 1998