

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT ATHLETIC DIRECTOR-HIGH SCHOOL

BASIC FUNCTION:

Under the direction of the Athletic Director-High School, the Assistant Athletic Director will assist the Athletic Director with the following:

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct operations and activities related to the athletic and student activities of the high school; assure adequate facility, equipment and personnel levels to meet local and State standards and requirements for athletic programs; assure athletic programs and student activities comply with established District, State and federal laws, codes, rules and regulations.

Coordinate communications, information and personnel to enhance athletic activities and operational efficiency; collaborate with administrators, staff and outside organizations in the planning, development and implementation of athletic programs, events and activities; monitor and evaluate athletic and student activities programs for operational efficiency; receive and respond to administrative and staff input concerning program needs.

Supervise and evaluate the performance of assigned staff; interview and select coaches and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures; assure proper certification of coaches.

Coordinate and direct the planning, development and implementation of athletic schedules and calendars; coordinate student transportation; confer with school site administrators and staff concerning athletic programs, schedules, calendars and related concerns; modify schedules and calendars to meet school site needs as appropriate.

Assure proper eligibility of students participating in athletic programs; monitor non-participation lists; assure students are properly cleared to play in athletic events; prepare and maintain eligibility reports; assure compliance with California Interscholastic Federation (CIF) rules and bylaws.

Collaborate with District facilities personnel to inspect fields and facilities; make recommendations regarding improvements, repairs and maintenance in accordance with established guidelines; assure a safe environment for students, staff and visitors.

Develop and prepare the annual preliminary budget for athletics; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; monitor financial management of school clubs and related student activities.

Coordinate personnel to assure proper security for athletic events; arrange for outside sheriff assistance including ambulance/medical attendance at games; negotiate contracts for game officials and other outside services as directed.

Participate in planning and coordinating events including senior nights, award banquets, coach dinners, and other activities as directed.

Provide technical expertise, information and assistance to the Principal regarding program needs, issues and functions; assist in the formulation and development of policies, procedures and programs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to athletic programs, financial activity, coaches and assigned duties.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to various sites conduct work.

Coordinates articulation with feeder school administration and coaching staff members; including summer programs, clinics, camps and club activities.

Attend and conduct a variety of meetings concerning athletic programs and activities as assigned; represent the school at various athletic events.

Communicates with parents, students, school and district staff members and press as a liaison for the athletic department. Implement, manage and maintain social media accounts to promote DHS athletics (Twitter, Facebook).

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of athletics and related student activities.

State guidelines and requirements concerning athletic programs.

Applicable laws, codes, regulations, policies and procedures.

CIF rules and bylaws.

District policies, procedures and guidelines for athletic eligibility.

Policies and objectives of assigned programs and activities.

District organization, operations, policies and objectives.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

Technical aspects of field of specialty.

ABILITY TO:

Plan, organize, control and direct operations and activities related to athletic programs and activities of the high school.

Coordinate communications, information and personnel to enhance athletic activities and operational

efficiency.

Supervise and evaluate the performance of assigned personnel.

Coordinate and direct the planning, development and implementation of athletic schedules and calendars.

Assure adequate facility, equipment and personnel levels to meet athletic needs.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Bachelor's degree and a valid California Teaching Credential. Successful coaching experience in at least one sport.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential.

Valid California Class C Driver's license.

Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: December 7, 2017