Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **High School Athletic Director**
Department: Assigned School Site
Reports to: School Site Administration

SUMMARY:
Under the direction of the Site Administration, the High School Athletic Director assists the school administration in the oversight and organization of all aspects of the athletic program at their site to create a positive and rewarding experience for the student athletes of the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure all athletes are eligible to participate, including academic eligibility, health eligibility, and CIF/Residential eligibility including updating any required online platforms such as CIF Home or other online clearance platforms
- In partnership with the District Office Personnel Department, ensure that all coaches are completely cleared prior to coaches taking part in any program activities, including updating any required online platforms such as Final Forms or other online clearance platforms
- Serve as liaison between the site and the CIF Section and State offices, including attending required CIF athletic director meetings
- Serve as liaison between the site and the appropriate athletic league commissioner, including attending required league meetings and developing league schedules
- Support coaches in scheduling contests as needed, especially when there is a head coaching vacancy
- Schedule transportation for all sports away meets (where applicable)
- Schedule officials for all sports home meets
- Serve as administrator on duty at home meets as required
- Support site administration in the preparation and facilitation of regular meetings to inform coaches of rule/regulations/requirements within their position
- Support site administration in the preparation and facilitation of regular meetings to inform athletes/parents of rule/regulations/requirements for participation in sports programs
- Ensure all programs maintain up to date athlete rosters, including online management platforms, for all levels of competition
- Provide input to site administration on budgetary needs for athletics and assist with invoicing/payment for officials, coaches, ambulances for football games, etc.
- Assist head coaches with ensuring sports have all required equipment as needed
- Assist head coaches with acquiring support staff for contests (scorers, time keepers, etc.)
- Purchase awards (including, but not limited to, letterman awards, participation certificates, and trophies) for all sports as needed
- Support site administration in assembling a coaching staff that is qualified and effective and support the evaluation of all coaches within the program
- Communicate with parents and the school community, including web page and/or social media presence as appropriate
- Work with the program coaches to schedule facility use for practices and sport related events and ensure such sites are safe for use. Alert site administration with any facility issues that arise and support with generating solution ideas.
- Other duties as assigned by the administrator

QUALIFICATION REQUIREMENTS:

- First Aid/CPR/AED for Infants, Children, and Adults
- Course completion of Concussion Safety Education, Cardiac Arrest Education, Heat Borne Illness Education, and Fundamentals of Coaching

EDUCATION AND/OR EXPERIENCE:
College degree and valid California Teaching Credential required. High School experience within athletics required, college experience preferred. Experience organizing high school age athletics required, five years or more experience preferred, experience organizing more than one sport preferred.

LANGUAGE SKILLS:
Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence in Standard English. Ability to listen well. Ability to effectively present information in Standard English. Ability to communicate with parents and site staff.

MATHEMATICAL SKILLS:
Basic arithmetic skills in connection with keeping a balanced budget.