

PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Coordinator III, High School

CLASSIFICATION: Operations Certificated Management

REPORTS TO: Site Principal

DESCRIPTION:

Under general supervision, plans, organizes, manages and implements a comprehensive athletics program at the District comprehensive high school, including processing all hiring and evaluation documents for all extra-curricular coaches, organizing professional development for all extra-curricular coaches, coordinating all athletic events and acting as the liaison to the athletic program's boosters group.

PERFORMANCE RESPONSIBILITIES:

- Coordinates a comprehensive high school athletics program in collaboration with District staff, the site principal, and coaches to meet programmatic needs on an annual basis, as well as prior to each season, to ensure consistency of program.
- Initiates the recruitment and selection of all extra-curricular coaches and makes employment recommendations to the site principal.
- Assists with the creation of site and league athletic schedules.
- Supervises and evaluates extra-curricular coaches.
- Schedules all high school athletic contests, issues contracts for the contest, and maintains the proper and necessary records.
- Ensures officials are scheduled and contracts are issued for all high school contests.
- Maintains an active file of officials under contract and initiates payment for officials.
- Arranges transportation for all away games or contests.
- Supervises the preparation and verification of extra-curricular eligibility lists.
- Supervises high school athletic contests and acts as the host to officials and visiting schools.
- Oversees the supervision of contest employees and volunteers who work the athletic contest, and arranges for personnel to supervise contests, as needed.
- Supervises athletic funds, prepares and administers an operating budget for the athletic program
- Supports ASB program, including monitoring budget and documentation for all program activities.
- Supports extra-curricular Visual and Performing Arts programs, including budget and documentation for all program activities.
- Submits appropriate reports to the building principal and Director of Human Resources.
- Orders all equipment and maintains a current inventory of all athletic equipment.

- Advises and ensures all coaches conform with Board, OHSAA, and league policies and regulations, including applicable State and Federal laws.
- Attends league and district meetings.
- Ensures all coaches have successfully completed required in service programs.
- Supervises and is responsible of preparation for home contests.
- Provides leadership for, and serves as liaison to, EBAL, NCS/CIF, athletic booster groups and all athletic coaches.
- Coordinates use of all assigned athletic facilities by managing the daily operations, staffing and scheduling of all athletic events and practices.
- Oversees the rental of athletic facilities and communicates the specific details relating to maintenance, events, and calendar to staff
- Manages and coordinates maintenance for the buildings and grounds at all locations; including, turf maintenance, building and fence maintenance, scoreboards, and other related equipment.
- Ensures that facilities are set up and ready for all events and practices
- Responsible for securing the facilities after events, as well as basic clean-up.
- Oversees the health and safety guidelines for events and facility use.
- Responsible for data entry process relating to online practice/game schedules
- Liaison to both Athletic and Music booster groups.
- Other duties as assigned by the Superintendent and/or their designee.

QUALIFICATIONS:

- **Education and/or Experience:** Clear valid California administrative credential or currently enrolled or willing to enroll in a California administrative credentialing program upon hire. Prior successful experience working in athletics as a coach, game official, athletic director, is preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with and lead or motivate students, parents and staff.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students, parents and other school staff. Ability to verbally respond to common inquiries from students, parents, coaches and staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Outlook. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and the social, emotional, physical and cognitive development of adolescent

students. Strong background in the rules and regulations of high school athletic sports. Possesses knowledge of effective behavior management. Ability to delegate responsibilities and meet time lines. This work requires working non-standard hours to attend games and set up and take down.

- Certificates, Licenses, Registrations: Certificates as determined by the District. Must have a valid administrative credential. Ability to obtain a valid CPR/First Aid card, California Drivers License, coaching certification through the National Federation of High Schools, Steroids and Concussion classes, and blood borne pathogen training and blood spill training.
- Ability to: Provide leadership and knowledge of managing a sports/athletic facilities preferred.

TERMS OF EMPLOYMENT:

210 Days, Management/Confidential Salary Schedule

Board Approved: April 16, 2019