



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: ATHLETIC DIRECTOR

REPORTS TO: School Principal

SITE: Comprehensive High Schools

CLASSIFICATION: Certificated

TERM: SDO + 15 days

SALARY: Teachers' Association Salary Schedule, AD Stipend, and up to five release periods

APPROVED BY THE BOARD OF TRUSTEES: 10/26/23 **EFFECTIVE DATE:** 10/26/23

JOB SUMMARY:

Under direction and supervision of the Principal or designee, the Athletic Director (AD) shall be responsible for overseeing the school's athletic program and its compliance with District policies, regulations, procedures, and Athletic Manual. The workday for Athletic Directors will be flexible but start later and end later than the normal teacher workday. Athletic Directors are not eligible to be an athletic team coach unless filling in for an unfilled vacancy during the season. Current ADs, as of the 2022-23 school year, who are athletic team coaches will be allowed to continue with the same coaching positions while also serving as athletic director providing they are not released from the coaching position. However, coaching time will not be considered part of the athletic director workday. And, perform other assigned related duties.

GENERAL LEADERSHIP:

- Act as spokesperson for the athletic program including Spirit Squads. Organize communication and notices to students, staff and parents regarding athletics and related events.
- Travel to multiple venues and supervise athletic events.
- Attend Athletic Directors Council and PAL Athletic Directors' meetings.
- Ensure that the athletic programs and spirit squads are conducted in accordance with District Policies and Administrative Regulations; in accordance with the rules, regulations and policies of C.I.F., C.C.S., and P.A.L., and under the guidance of the school's administration.
- Respond to emails, phone calls, and other correspondence regarding athletics from parents, students, and staff members within 48 hours. Keep a log for these types of communications.
- Notify site administration of all complaints related to the athletic programs as soon as practicable but no later than 48 hours.
- Attend seasonal District Athletic Booster President meetings.
- Attend Athletic Booster Club meetings and serve as an advisor and liaison.
- Regularly assess the level of compliance in regards to each Title IX factor used to assess high school compliance.
- Guide the assessment procedure for sports offerings as outlined in the District Athletic Manual.
- Oversee the purchasing and distribution of uniforms and equipment to ensure that safety standards are met and District equity expectations are followed.
- Facilitate athletic communications in a variety of formats including social media, websites, newsletter, etc.

- Provide annual report to the school board on the state of athletics.
- Act as a role model for students and promote a favorable public image of the school and SMUHSD.
- Build parent relationships and community partnerships that enhance school and District programs and services.

MANAGEMENT OF COACHES:

- Serves as an advisor to the Principal regarding recruitment, selection, retention, and evaluation of coaches.
- Ensure that each coach is officially cleared for coaching through the District and has signed a coaching agreement before coaching duties begin.
- Maintain a matrix of each step of the evaluation process for all coaches to ensure that all coaches are evaluated in an appropriate manner.
- In collaboration with site administrators, provide a fair and complete evaluation process for coaches no later than two weeks following the end of the season.
- Supervise athletic and spirit squad coaches.
- Coordinate in-service training and certification training programs for coaches.
- Conduct regularly scheduled meetings with all coaching staff members concerning appropriate policies and rules for necessary coordination of the athletic programs.
- Collect a written summary from the coaches at the end of each sport and spirit squad season.
- Ensure that coaches adhere to league practice procedures and comply with the District Athletic Manual concerning practices, contest start times, transportation, injuries and medical emergencies.
- Distribute and collect keys to/from coaches at the beginning and end of each season.

MANAGEMENT OF STUDENT ATHLETES:

- Ensure that the process of determining a student's eligibility is completed. This process includes the completion of the athletic clearance packet, the notification of academic eligibility, and the administration of the sportsmanship code.
- Oversee and coordinate team tryout communication and team selection process.
- Enforcement of SMUHSD code of conduct and technology use agreement.

ATHLETIC EVENTS COORDINATION

- Develop an athletic calendar, in coordination with the League Commissioner, to be considered for approval by the school administration.
- Coordinate transportation requests with the District's Transportation Department and establish athletic team bus schedules.
- Ensure compliance with District regulations for travel to interscholastic athletic events.
- Ensure through coordination with Assistant Principal(s) and the Facilities Manager that playing facilities are properly maintained for daily practice and athletic contests.
- Assist with home game event preparation such as: gate support staff, scoreboard operator, officials, announcer, etc., including electronic student rostering, not eligible for entry list, parent booster entry list, etc.
- Supervise home athletic events for safety and efficiency, which includes, but is not limited to, the following:
 - Coordinate with site administration to develop supervision schedules for athletic events, issuing directions regarding expectations of event staff, security, and co-curricular staff, and providing guidance/feedback/support to staff during events.

- Coordinate with event staff regarding student/fan behavior during events, including follow-up afterwards.
- Coordinate with the site Facility Manager or designee to ensure gate areas, spectator areas, restrooms, sound system, scoreboard, lights, and general facilities are set up in advance, broken down afterwards, and secured as needed.
- Oversee gate/admission processes.
- Assist gate support staff, scoreboard operator, officials, announcer, etc.
- In conjunction with the Athletic Coordinator, recruit and schedule event staff.
- Submit payroll for event staff.
- Create and monitor a summer schedule for coaches who use the school facilities for conditioning or practice during the summer, coordinating the schedule with Facility Use personnel.
- Coordinate athletic facility use with the school site staff member who is responsible for renting school facilities to outside groups.
- Reserve off-campus facilities when they are required to meet the school's athletic program needs. Coordinate the use of game set up of shared/outside facilities.
- Coordinate game/event management procedures.
- Provide support and act as a resource for student participation; encourage student involvement in athletic activities.
- Prepare and communicate a handout for visiting teams about entrance, parking, etc.

FINANCE:

- Develop and monitor the school's athletic budget subject to approval by the Principal or designee.
- Coordinate the ordering, receipt and inventory of athletic supplies and equipment.
- Coordinate and integrate spending for athletic department funds, fundraisers, and expenditures accorded by the Athletic Boosters group.
- Supervise the maintenance of all athletic equipment to ensure proper condition, inventory and storage.
- Coordinate the payment of game/match/competition officials.

AWARDS PROGRAM:

- Coordinate, facilitate, and promote the school's athletic awards programs.
- Maintain school and league athletic records, awards and trophies.
- Participate in the Hall of Fame nomination and selection process if applicable for the site.

PHYSICAL DEMANDS: with or without accommodation

- Ability to read fine print and computer screens.
- Ability to understand speech at normal levels.
- Ability to conduct verbal conversation in English or other designated language.
- Ability to conduct group training, exchange information in person, electronically, and over the telephone.
- Ability to exhibit full range of motion for shoulder, elbow, back, hip and knee.
- Ability to push and pull objects weighing up to thirty (30) pounds.
- Ability to lift up to 15 pounds; lifting and/or moving up to 25 pounds occasionally.
- Ability to tolerate a high level of noise in the working environment.

OTHER REQUIREMENTS:

- Possess a valid CPR/AED & First Aid certificate from the American Red Cross or other established organization.
- Department of Justice fingerprint clearance.
- Evidence of Activity Supervisor Certificate clearance.
- Evidence of Tuberculosis clearance.
- **Completion of all coaching and supervision clearance requirements as required by the school, league, district, and state, including valid Water Safety certification.**

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109).

Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.