

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: May 21, 2014

Revised: June 21, 2023

Salary Schedule: 253; Row 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.1

### **JOB TITLE: ASSISTANT PRINCIPAL - ATHLETIC DIRECTOR**

**JOB PURPOSE STATEMENT:** Under the direction of the high school principal, supervises coaches and athletic programs at the high school level; and serves as an administrator assisting the principal and fellow assistant principals in areas of attendance, school discipline, supervision, and general administrative duties as assigned.

### **JOB FUNCTIONS:**

#### **Athletic Program - Administration**

- Responsible for the overall athletic program and for administering all interscholastic policies and procedures working within the confines of the Rules and Bylaws of the California Interscholastic Federation (CIF)
- Develops all interscholastic games schedules for all sports. Approve the publication of all schedules. Ensure all CIF paperwork is completed and submitted appropriately
- Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities in conjunction with Southern Section CIF
- Attends all home and away games, meets, and contests when possible. If unable to attend a home game, arranges for administrative coverage for the event.
- Provide for the proper administration and supervision of all athletic contests. This must include:
  - Selling and taking of tickets
  - Arranging for sufficient police/security coverage and supervision
  - Arranging for medical and ambulance coverage
  - Providing seating facilities for teams and spectators
  - Providing necessary facilities for the visiting team

**JOB TITLE: ASSISTANT PRINCIPAL - ATHLETIC DIRECTOR**

Page 2 of 6

**JOB FUNCTIONS:**

- Providing the necessary game equipment
- Setting up the facility for game time
- Keeps records of the results of all senior high school athletic contests and maintains a record file of all award winners, stating the date and type of the award, including athletic scholarships
- Plans and supervises an annual recognition program for school athletes
- Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests
- Represents the school in all athletic business at league, conference, and state meetings
- Attends meetings related to athletic matters at the District and school as well as league and other meetings as a designated by the principal
- Interprets CIF Blue Book, school, and District policies provide guidelines for the school and coaches and ensure compliance
- Responsible for game management at all home interscholastic contest and, when admission is charged, is responsible for the safekeeping and deposit of gate receipts
- Evaluates the interscholastic athletic programs for needed updates or improvements for the school site
- Serves as point person in the event that a conflict or concern arises with coaching staff, student athletes, or visitors

**Athletic Program - Budget**

- Works in conjunction with the principal and/or designee in developing the yearly budget for the athletic program
- Supervises all ticket sales and fund-raising events connected with the athletic program and assumes responsibility for proper handling of accounting of monies involved
- Establishes priorities for the acquisition of new and replacement equipment
- Follows the guidelines of the Associated Student Body (ASB) accounting manual (i.e., fundraisers, purchases, cash collections, deposits, donations, etc.)

JOB FUNCTIONS:

**Athletic Program - Media/Promotion**

- Fosters positive school and community relations by keeping the community aware of and responsive to the athletic program
- Communicates (written and verbal) clearly, concisely, and correctly
- Communicates effectively via e-mail and other electronic communications
- Ensures media coverage of athletic events is arranged as appropriate
- Send schedules to appropriate media personnel, contacts media for special events, prepares press releases as needed, ensures games/match results are provided, and updates site's social media accounts with schedule and result information
- Promotes publicity for all interscholastic sports, such as press, radio, social media, and game programs
- Responsible for operation and organization of the press box
- Coordinates the preparation and distribution of complimentary passes for the school district

**Athletic Program - Coaches**

- Provides leadership for and works in coordination with coaches to maintain competitive athletic ethical standards
- Trains, mentors, and assists all coaches on staff especially new and walk on coaches with scheduling games, facilities, transportation, etc., within District policies and procedures
- Observes coaches on a regular, on-going basis and provides evaluative feedback in order to ensure coaches meet expectations outlined in job descriptions and fulfills the mission and vision of the school's athletic program
- Assists in the selection, assignment, and supervision of physical education teachers, coaches, and other personnel involved in athletics, including volunteers
- Provides appropriate orientation, including review of the coaches handbook to new staff members.
- Works with the Human Resources Department to ensure all district, State, and CIF requirements for coaches (i.e. CPR, first aid, CIF coach, concussion protocol training, and DOJ / FBI clearance) are met before allowing coaches or volunteers to participate in the interscholastic athletic program
- Removes coaches who do not adhere to District policies, CIF requirements, and/or site expectations

**JOB TITLE: ASSISTANT PRINCIPAL - ATHLETIC DIRECTOR**

Page 4 of 6

**JOB FUNCTIONS:**

**Athletic Program - Field & Equipment**

- Establish and monitor procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments
- Prepares requisitions for supplies, uniforms, and equipment for athletic programs
- Arranges details of visiting teams needs (e.g., gymnasium services, field assistance, facility services, locker room accommodations, security matters)
- Supervises the cleaning, storage, and care of all athletic equipment
- Makes all necessary arrangements for the use of non-school playing fields and facilities
- Collaborates with District site and District facilities personnel to inspect fields and facilities; make recommendations regarding improvements, repairs and maintenance in accordance with established guidelines; ensure a safe environment for students, staff, and visitors.

**Athletic Program - Students**

- Establishes the physical and academic requirements of eligibility for participation in each sport per CIF guidelines and appropriate Board Policies and verifies the athlete's eligibility
- Facilitates the opportunity of annual physical examinations for athletes prior to the beginning of each new school year
- Directs in school, extracurricular programs designed to foster support for the athletic teams and school spirit among non-participants
- Maintains effective discipline
- Assists in the administration of the District approved insurance program that provides optional insurance coverage for school athletes and assumes responsibility for the processing the initial membership fees and maintains such records
- Ensures all athletes have completed and signed the athletic code of conduct
- Ensure that all athletes are properly covered by medical insurance

**Athletic Program - Schedules**

- Makes arrangements for game officials, team trainers/physicians, and game personnel required and assumes general responsibility for the proper supervision of home games
- Arranges transportation for athletic contest participants

**JOB TITLE: ASSISTANT PRINCIPAL - ATHLETIC DIRECTOR**

Page 5 of 6

JOB FUNCTIONS:

- Facilitates the practice schedules for the coaches on the fields and in the gymnasiums in accordance to school wide facility usage and community usage

**Other Administrative Duties**

- Serves as a member of the site administrative leadership team
- Assists the principal and fellow assistant principals in areas of attendance, student discipline, supervision of extra-curricular programs, clubs, ASB, and general administrative duties as assigned
- Assists in selection, placement, and performance evaluation of personnel in school, including employment interviews, professional development, and observations in accordance with districts adopted guidelines, policies, and procedures
- Participates in developing school plans and organization procedures for health, safety, student body activities, discipline, and conduct of students as established by district procedures
- Participates in maintaining effective communication with parents about programs, individual pupil progress, behavior, and parent participation
- Participate in carrying out a program of community relations through parent advisory groups and other community organization
- Develops effective working relationships with students, staff and the school community
- Knows and operates computer programs
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Performs any other duties that are within the scope of employment and certification, as assigned by Principal

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner
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**JOB TITLE: ASSISTANT PRINCIPAL - ATHLETIC DIRECTOR**

Page 6 of 6

JOB QUALIFICATIONS:

Education Required:

- Master's Degree

Experience Required:

- Successful experience as a coach
- Minimum of five years teaching experience

Credential and Licenses:

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificate credential(s)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position