

JOB TITLE: HIGH SCHOOL ATHLETIC DIRECTOR

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the school site principal, and in cooperation with the staff of the department, he/she plans, coordinates, implements, and evaluates the athletic program at the high school level in conformance with the high school handbook and the Education Code.; and serves as a classroom teacher.

SUPERVISOR: Principal

DAILY RESPONSIBILITIES / DUTIES: (BUT NOT LIMITED TO)

1. Hire coaches. Require pre-season and post-season meetings with coaches.
2. Assure that coaches and players adhere to the C.I.F. and site athletic by-laws.
3. Verify that all athletes are medically cleared, have insurance, have been released by parents, and have signed Code Of Conduct form.
4. Schedule all competition.
5. Provide transportation for all away competition.
6. Provide officials for all home competition.
7. Provide supervision for home competition.
8. Provide three banquets per year (Fall, Winter, Spring). Keep records of all awards/letters issued.
9. Verify that all athletes are academically eligible to compete.
10. Purchase all equipment and uniforms.
11. Provide adequate practice and playing facilities.
12. Respond to all parent concerns and calls. Respond to all staff concerns and E-mail messages.
13. Be the District Advisor to the Booster club.

14. Be a support network for present and future Natomas youth sports.
15. Troubleshoot the day to day operation of a high school athletic program.
16. Ensure that each varsity coach maintain an accurate inventory of equipment and materials, and file such an inventory with the principal at the conclusion of each season.
17. Responsible for the development of a schedule of varsity and junior varsity and freshman events, and in the absence of the coach prepares a schedule.
18. Responsible for securing officials for all home events, and assists in the coordination of transportation for all away events.
19. Responsible for the orientation of all coaches regarding site and district policies, procedures and expectations; and ensures that all coaches comply with CIF rules and procedures.
20. Works closely with the coaches and the school nurse to schedule athletic physicals and processes necessary forms.
21. Serves as a liaison between the athletic booster groups, coaches, and site administration.
22. Works closely with the staff and site administration to develop and enforce an athletic/academic code of conduct which is consistent with the goals of the staff, administration, and the district.
23. Responsible for development and oversight of Athletic Department budget.
24. Assist the Principal in developing a quality athletic program.
25. Assist in the selection of the coaching staff.
26. Coordinate the scheduling of athletic events in accordance with C.I.F. regulations.
27. Assist in assuring that the athletic program meets League and C.I.F. regulations.
28. Assist in the requisitioning and issuing of athletic equipment.
29. Assist in maintaining an inventory of all athletic equipment.
30. Assist in the responsibility for the care of athletic facilities.

31. Coordinate and budget the transportation for all athletic programs.
32. Assist in the responsibility for certification of coaching staff and walk-on coaches in accordance with State guidelines.
33. Participates in fundraising, letters of recommendation, press-box, awards, etc.
34. Adhere to the California Education Code, Title V, and carry out Board Policies and Administrative Procedures.
35. Abide by professional ethics standards established by Board Policy.
36. Maintain punctuality for all prescribed functions.
37. Assume the responsibility for the safety and welfare of students whenever a danger is observed on or about the campus.
38. Participate cooperatively in the development of the school budget.
39. Perform other related duties as assigned by the Principal.

Natomas High Athletics:

1994/95 - 9 teams, approximately 150 athletes, 14 paid coaches, and 3 volunteer coaches.

1995/96 - 17 teams, 329 athletes, 26 paid coaches, and 4 volunteer coaches.

Estimated:

1996/97 - 32 teams, 650 athletes, 50 paid coaches, and ? volunteer coaches.

WORK SCHEDULE AND SALARY

The Athletic Director serves on the days schools are in session plus required non-teaching service days, and is placed on the teachers' salary schedule according to his/her training and experience.

GJ:tg 2/29/96