JOB DESCRIPTION
Tahoe Truckee Unified School District

ATHLETIC DIRECTOR

Purpose Statement:

The job of Athletic Director is done for the purpose of providing leadership to ensure that the athletic sports programs are organized and following all rules and regulations that are mandated by law.

Essential Functions

- Provides leadership that ensures a quality sports program.
- Makes regular progress reports to administration.
- Attends job related meetings and activities specified by administration in consultation with the Athletic Director.
- Performs coordination duties appropriate to the program as outlined by administration in consultation with the Athletic Director.
- Recommends program improvements to the principal and provides leadership in implementing these changes.
- Travels to away sports events to supervise activities as needed.
- Assists in the recruitment and selection of coaches.
- Directs the work of certificated and non-certificated personnel in the program.
- Evaluates head coaches in consultation with site administrator.
- Responsible for orienting and informing coaches (particularly new coaches), about school district and NIAA rules, regulations and policies with special attention to:

    - Eligibility (Both academic and transfer) per the Athletic Handbook
    - Student sign up, physical examination, insurance and athletic fees
    - Athletic Code and expected behavior of athletes
    - Serving as a role model for athletes
    - Arranging for changes in time, date or location of games
    - Ensuring that individual coaches report results of games to local news media
    - Attendance at district, athletic director & NIAA coach meetings
    - Ensuring that individual coaches supervise facilities (Gym, locker room, field, etc.)
    - Prevention, care and reporting of injuries
    - Access to student locator/emergency files
    - Maintain inventory and record of issuance of equipment and uniforms
    - Clear communication of information to athletes, parents and staff through use of bulletins, notices, etc.
    - Athletic awards policies

- Assists administration in the development of athletic policy.
- Assumes leadership in implementing athletic policy and recommending any needed changes.
- Is informed about current rules and regulations governing athletics and ensures they are understood and adhered to by coaching staff.
- Develops and submits recommended expenditure budget and timeline proposal of expenditures for each sport to site and district administration.
- Monitors budget expenditures and balances with site administrator.
- Informs coaches about procedure and calendar duties for ordering supplies and equipment.
- Works with administration in communicating athletic fundraiser process to head coaches.
- Organizes and assumes responsibility for activities such as:

    - Coordination of preparation of facilities by support staff for athletic games (i.e. gym or field setup, etc.).
    - Scheduling and calendaring joint use of facilities for practices and contests involving boys and girls athletic teams.
    - Preparation and follow through for playoffs, league meets or NIAA and state programs, publicity, etc.
    - Coaches meetings
    - Procuring officials for scheduled home games.
- Represents the athletic department and acts as a liaison between parents, athletes and school.
- Serves on district, league or NIAA committees.

Job Requirements:
Management skills are required to perform multiple tests to meet changing job conditions. Specific skills are required to satisfactorily perform the functions of the job to include: applying pertinent laws and district policies, ability to write, speak and communicate clearly, organize and plan detailed sports events, supervisory skills, maintaining pertinent schedules, budgets and student eligibility records.

Work Environment:
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching and/or crawling and significant finger dexterity. Generally, the job requires 30% sitting, 50% walking and 20% standing.

Experience:
Job related experience is required

Education:
High School Diploma and some college units
Coaching experience desired

Certificates & Licenses:
None Specified

Required Testing
Successful Completion of Pre-Employment Process

Additional Qualifications
Ability to travel to other sites/locations

Clearances
Criminal Justice Fingerprints/Clearance
TB Clearance
Drug Screening
CPR/First Aid
NIAA Ethics Training
NIAA Fundamentals for Coaching
NIAA Concussion Course

Continuing Education/ Training
Training attendance at workshops as appropriate

Supervision: Site Principal

Salary Grade: Equivalent to [1] period pay for the high school schedule