

Position: Director – District Athletics**Classification:** Certificated Management**Reports To:** Assistant Superintendent, Human Resources**Range:** Certificated Management Salary Schedule**EDUCATION AND EXPERIENCE:**

- Graduate level training in Athletics/P.E.
- 5 years experience in teaching/coaching or as Athletic Director.
- Administrative Credential;
- Valid California Drivers' License.

SUMMARY

Plan, direct, and control the development, enhancement, and improvement of Elementary PE and K – 12 Athletic programs for the District. Assist site administrators in the overall administration of the K-12 Athletic Program in compliance with District, State, Federal and League requirements.

SPECIFIC RESPONSIBILITIES**Knowledge of:**

1. Coordinate and direct the Athletic programs for CUSD.
2. Coordinate and articulate high school athletic programs with middle and elementary schools in CUSD.
3. Coordinate the K-8 Athletic League, acting as the Commissioner for all schools, including coordinating the facilities that support the program and activities.
4. Work cooperatively with all community organizations and recreation programs, and coordinates summer athletic programs.
5. Develop needs and coordinate fund raising activities to support the identified areas with Booster Clubs and/or Athletic Foundations.
6. Supervise and evaluate the elementary PE Specialists and coordinate the CUSD PE Health/Nutrition curriculum.
7. Develop the annual schedule of District athletic events.
8. Maintain programs, instruction and budgets as necessary to provide for program reviews and evaluations.
9. Prepare and administer the athletic program budget. procedures, policies, budget information, equipment inventory, and other related CUSD athletic program items.
10. Provide verification and maintain records of coach's certifications.
11. Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
12. Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities to include students, coaches, and parents.
13. Conduct coaches' orientation annually and provide training as necessary.
14. Keep and maintain CIF rules and regulations for all sports and maintain CIF eligibility for all athletes in CUSD.
15. Assist principals with athletic concerns that cannot be solved at the site level.
16. Coordinate end of the year coaches evaluations with all site athletic directors and principals.
17. Resolve issues of intra-district and inter-district eligibility.
18. Other related duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

1. Athletic, CIF, PE procedures.
2. Laws pertaining to minors.
3. Athletic schedule development.

Ability to:

1. Direct and coordinate the Athletic programs of elementary schools, middle and high schools.
2. Coordinate all Athletic Schedules.
3. Working knowledge of budget planning and program equipment needs.
4. Serve as a member of the administrative support team.
5. Work effectively with parents and the community.
6. Articulate the PE and Athletic program K-12.
7. Promote and develop community financial support for CUSD athletic programs.
8. Develop long-range program needs for facilities, maintenance of existing facilities, and equipment needs for both Elementary PE and K-12 Athletic programs.
9. Contribute to successful fulfillment of the District Mission.
10. Work effectively with students.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Mobility sufficient to move about, stand, and/or sit for extended periods, and access all locations in the work environment.
2. Manual skill to appropriately control and manipulate objects, tools, materials, and equipment used on the job, including a telephone and a computer.
3. Flexibility and strength to reach with hands and arms, bend and stoop.
4. Ability to hear and understand speech at normal room levels.
5. Ability to speak in audible tones so that others may understand clearly in normal conversations and on the telephone.
6. Ability to see and read with or without vision aids, computer screen, equipment used in the work environment, instructional materials, training materials, directions, rules, policies, calendars, agendas, manuals, and other printed matter.
7. Physical strength and agility to push, pull, twist, turn, squat, lift, and carry bulky objects of up to 50 pounds with or without assistance.
8. Mental acuity to perform the essential functions of this position in a safe, accurate, neat, and timely fashion and to make and evaluate the results of judgments and decisions.
9. Ability to drive all district vehicles.
10. High tolerance for continuing stressful situations.
11. This environment may be expected to include: moderate noise level that is occasionally very noisy, frequent interruptions, and occasional movement from inside to outside with exposure to elements, stairs, children, and duty hours before sunrise or after sunset.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.