

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Athletic Director

Classification: Administration

Reports to: Coordinator of District Athletics and Site Principal

Range: Certificated Management
Salary Scheldue

EDUCATION AND EXPERIENCE

Requires an administrative credential. Prefer a minimum of 5 years of educational experience.

SUMMARY

Knowledge and ability to implement philosophical, social, and educational concepts relative to the duties and responsibilities listed in the expected job responsibilities. Must have outstanding communication, organizational and game management skills. It's imperative that this individual fosters a positive relationship with the community. This individual must have unparalleled energy and a commitment to retain continuously recruit coaches.

SPECIFIC RESPONSIBILITIES

- Have oversight of Central High School Athletic program.
- Ensure compliance with CIF and Conference by-laws and policies.
- Ensure compliance with CIF and CUSD eligibility standards for student athletes.
- Provide leadership in the selection, assignment, and evaluation of Head Coaches and assistant coaches.
- Conduct preseason evaluations and goal setting of Head Coaches.
- Ensure and maintain proper certifications of high school coaches (CPR, CIF, and Fingerprinting).
- Develop and maintain an updated coach's hand book.
- Facilitate monthly Head Coaches meetings in regards to; policies, procedures, regulations, rules, budget information, and CUSD athletic program expectations.
- Assume responsibility for the organization and scheduling of all interscholastic athletic competitions and events.
- Plan, organize and coordinate game management supervision for staff and coaches.
- Coordinate transportation of student athletes to all athletic contests.
- Have oversight of Central High Athletic ASB account.
- Identify new athletic funding needs to be submitted annually to the District Coordinator of Athletics.
- Coordinate a fundraising event which supports the Central High athletic program and individual teams.
- Foster good school-community relations by keeping the community aware of and responsive to the athletic program.
- Work cooperatively with community organizations.
- Encourage positive relationships for support with television, radio, and print media.
- Ensure proper maintenance of athletic fields, working cooperatively with the grounds department.
- Coordinate summer camps and programs with Head Coaches.
- Promote articulation with elementary and middle school feeder programs.
- Work cooperatively with official's organization and ensure coverage at all competitions.
- Provide for the physical examination of all athletes prior to the new fall seasons.
- Administer "signing date" media conferences / student recognition.

- Perform other related duties as assigned.

SPECIFIC QUALIFICATIONS

- Effectively utilize written and oral communication.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Planning and organizational skills
- Prepare comprehensive narrative and statistical reports.
- Work cooperatively with and evaluate athletic secretary.
- Public speaking qualities.
- Develop Interpersonal relationships with coaching staff. Emphasizing retention of coaches.

PHYSICAL ABILITIES

- Mobility sufficient to move about, stand, and or sit for extended periods, and access all locations in the work environment.
- Manual skill to appropriately control and manipulate objects, tools, materials, and equipment used on the job.
- Flexibility and strength to reach with hands and arms, bend and stoop.
- Physical strength and agility to push, pull, twist, turn, squat, lift, and carry bulky objects of up to 30 pounds with or without assistance.
- Ability to drive all district vehicles.
- High tolerance for continuing stressful situations.