

## CENTRAL UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

**Position:** Middle School Athletic Director

**Classification:** Certificated

**Reports to:** Principal and  
K-8 Athletic Supervisor

**Range:** Yearly

---

### EDUCATION AND EXPERIENCE

- On site employee / staff
- 4 years coaching 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 and continuously recruit coaches.

### SPECIFIC RESPONSIBILITIES

- Attend District held activities for your team such as Spirit Night, pre-season tournaments, and Championship games
- Attend Saturday games for all athletic events
- Coordinate and oversee all athletic activities and game management
- Set an expectation of achievement for each athletic program
- Accountability for all student athletes Eligibility packets
- Observe practices on a regular basis
- Coordinate / oversee athletic eligibility
- To advise the coaching staff of all rules and regulations governing the athletic Program and the CVAL / CCJFC
- Supervision and evaluation of all coaching staff
- Insure the safety of all athletes
- To create equal opportunities in athletics for all students according to Title IX Education Amendment of 1972
- Ensure that all coaches and volunteers are cleared through HR. They must have current CPR, First Aid, TB, Finger Prints, Paperwork and signed Coaches Contract before the season.
- Develop athletic schedules
- Oversee athletic budget needs. Follow CUSD PO process when ordering.
- Follow ASB guidelines for fundraising, deposits and expenditures
- Coordinate transportation for athletic events
- To screen and interview all coaching candidates and submit a recommendation to the principal and K-8 supervisor
- Continuously recruit new coaches
- To coordinate athletic awards / banquets
- Coordinate all home athletic contest arrangements and game management
- Work cooperatively with officials organization

- Ensure scheduling of officials for each contest
- Oversee coaching stipends and submit information to DO
- To oversee Code of Ethics Compliance
- Oversee articulation from high schools Director of Sport and middle school coaches
- Coordinate use of athletic facilities
- Ensure that all equipment and uniforms are returned. Create student fines for lost or unreturned items
- Inventory all football equipment. Create list of needs
- Coordinate Pursuing Victory with Honor presentations
- Attend all AD meetings

### **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 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.