

**CENTRAL UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**

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**Position:** Athletics Equipment Technician**Classification:** Classified**FLSA:** Non-Exempt**Reports to:** Coordinator of District Athletics**Range:** 28

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**EDUCATION AND EXPERIENCE**

Experience:

Minimum of two years' experience in organizing and managing projects and/or activities is required; preferably in a high school and/or collegiate athletics department for accredited educational institution.

Education:

High school diploma or equivalent.

License Requirements:

Possess a valid California Vehicle Operator's License.

Condition of Employment:

Insurability by the District liability insurance carrier.

**SUMMARY**

Under the supervision of the Coordinator of District Athletics, coordinates facility and equipment management of athletic events for Central Unified School District.

**SPECIFIC RESPONSIBILITIES**

1. Operational supervision of all Central High School athletic teams and facilities
2. Oversees all functions of an effective high school equipment room including developing and maintaining an accurate athletic inventory control system in concert with Central Unified School District Athletic Department policies and procedures.
3. Work with Coordinator of District Athletics and/or high school Athletic Director of the purchase, issuance, maintenance, inventory, collection and storage of practice and game equipment and apparel.
4. Responsible for day-to-day supervision of all equipment related activities for boys and girls high school sports and physical education (including football), the distribution/collection of athletic equipment/supplies, laundering, ordering, and maintenance of inventory records.
5. Work with Coordinator of District Athletics and/or high school athletic director in fitting student-athletes for equipment according to NOSCAE and manufacturer standards.
6. Responsible for set-up of athletic contests and is required to work flexible hours, including weekends and travel to provide equipment supervision support for away games.
7. Responsible for working with athletic director in scheduling, spacing, planning, setting up plans for all athletic events.
8. Recommends budgetary needs for the program.
9. Embraces the mission and vision of Central Unified School District Athletics.
10. Performs duties with a high level of integrity and an unwavering commitment to CIF rules and policies.
11. Adheres to the rules and guidelines set forth by the National Federation of High School Athletics (NFSA)
12. Work with Coordinator of District Athletics and/or high school Athletic Director in establishing and maintaining policies and procedures for the operation of the equipment, weight, and wrestling room; operation of baseball and softball fields, including football practice field.
13. Other duties as assigned.

## **SPECIFIC QUALIFICATIONS**

- Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and the ability to work cooperatively with others. Communication and written skills. Demonstrate sensitivity and respect of diverse cultures and populations. Have the ability to engage collaboratively with colleagues in an environment that values a positive team environment. Strong planning and organizational skills with ability to set and achieve strategic goals. Demonstrate ability to interact with head coaches, parents and senior supervision.

### Knowledge of:

- Experience in operations/equipment supervision.
- Operational aspects of a CIF and/or professional sports equipment supervision setting.
- NOSCAE and manufacturer standards, rules and regulations.
- Basic computer skills and knowledge of MS Office Suite software.

### Ability to:

- Work weekend and evening hours as needed.
- Travel with high school football team for away games.
- Relate to student athletes and communicate effectively and succinctly so the student athletes' understand what is required of them as an athlete and student.