Mt. Diablo Unified School District

HIGH SCHOOL ATHLETIC DIRECTOR

Duties and Responsibilities of High School Athletic Directors

High School Athletic Directors are responsible to the Principal or her/his designee. The duties and responsibilities of the Athletic Directors are as follows:

General

- to provide leadership so that the school athletic program supports the worthy purposes of high school athletics and education.
- to perform duties directly related to the program. To develop, with the administration, a statement of specific duties related to the assignment.
- to make regular progress reports to the administrations.
- to attend job-related meetings and activities specified by the administration.
- to perform supervising duties appropriate to the program as outlined by the administration.
- to recommend to the Principal needed improvement in the program and provide leadership in implementing these changes.

Personnel

- to assist in the recruitment and selection of coaches.
- to supervise the work of certificated and classified personnel in the program.
- to be responsible for orienting and informing coaches, particularly new coaches, about school, District, league, and N.C.S. rules, regulations and policies with special attention to:
    - Eligibility - both academic and transfer.
    - Student sign-up, physical examination, insurance, and athletic fees.
    - Athletic code - expected behavior of athletes.
    - Serving as a role-model for athletes.
    - Arranging for early dismissal of athletes (only with Principal's approval and only when absolutely necessary).
    - Purchasing procedures.
    - Ordering and cancelling buses, District transportation policies.
    - Arranging for changes in time, date, or location of a contest.
    - Reporting results of contests to local news media.
    - Attendance at league coaches meetings.
    - Supervising 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.
    - Informing athletes through use of bulletins, notices, etc.
    - Athletic awards policies.

Policy

- to assist in the development of athletic policy.
- to assume leadership in implementing athletic policy and recommending any needed changes.
- to be informed about current rules and regulations governing athletics and to see that these are understood and followed by the coaching staff.

Finances

- to develop and submit to the administration a recommended expenditure budget for each sport.
- to monitor budget expenditures and balances.
- to develop with the administration a statement of procedures for the collection of student athletic fees, including:
    - Responsibility
    - Informing coaches and athletes
    - Follow-up on delinquent fees and provision for hardship cases.
- to inform coaches about procedure and calendar dates for ordering supplies and equipment.
- to work with the administration in planning athletic fund raisers.

Program of Sports

- to organize and assume responsibility for activities such as:

    - Preparation of facilities for athletic contests: e.g., field or gym set up.
    - Scheduling and calendaring joint use of facilities for practices and contests involving boys and girls athletic teams.
    - Preparation and follow-through for play-offs, league meets or
    - N.C.S. and State play-offs.
    - Organizing and conducting athletic awards affairs, including calendaring, P.A., programs, publicity, etc.
    - Coaches meetings.
    - Resource for coaches.
    - Athletic awards policies and program.
    - Procuring officials for schedules home contests.

Liaison

- To represent the athletic department at all Booster's Club meetings and to act as liaison between parents, athletes, and school.
- To attend Athletic Director meetings as scheduled.
- To serve on District, League, or North Coast Section committees.

Health and Safety

Athletic Director shall ensure:

- All coaches, both paid and volunteer, are properly certified for fingerprints, TB testing, and CPR Training.
- All coaches have proper and up-to-date certification for A General Coaching Education Course.
- All coaches pass a Sports Specific Concussions Course and update as required.

- All coaches participate in Sudden Cardiac Arrest (SCA) Training and update as required.
- All coaches participate in developing an emergency action plan to address any emergency situation but specifically SCA. The plan should outline who does what, including the assistance of student athletes. This plan should be practiced by each sport prior to every sports season.
- AED equipment is available a short distance from any location on campus and a location that any supervising person can easily access.
- AED equipment is properly maintained.
- Staff is trained to use the individual device available, although many devices will tell the operator what to do.

Title IX

- Athletic Director shall survey students every other year to determine the interest level and participation level of both men's and women's sports and make recommendations for program offerings.
- Athletic Director shall work with athletic boosters' clubs to ensure that booster club programs are funded equitably for men and women.

Game Management

- The Athletic Director shall work with the site administrator to develop game management plans for home events. The plans should be shared with the schools in the league and reviewed yearly.

Requirements
Must meet the same requirements as all coaches.

1. Must have a current **First Aid** and **CPR Card**. (Online classes are not acceptable.)

2. Must have completed **Fundamentals of Coaching** and passed the test. Please visit www.nfhslearn.com or www.asep.com to take the online class and test. There is a fee for the **Fundamentals of Coaching** class.

3. **Concussion Video** (State Law Requirement) – Please copy and paste the following link to your browser to view the FREE video. You are required to sign up on their website using your email address before watching the video. http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000. After watching the video, please print out the "Certificate" and update your records with Personnel.

For Certificated Positions: Must hold a valid teaching credential

Certificated Salary: MDEA Salary Schedule

Classified Salary: Classification Assigned Flat Hourly Rates Salary Schedule

Approved by the Board of Education: May 22, 2017