



JOB DESCRIPTION



Athletic Director, High School Teacher on Special Assignment

Reports to:	Site administrator	Employment Group / Salary Range:	PAT Certificated
Dept:	Ed Services	FLSA:	Non exempt
Annual Work Days:	195	Formal Review Date: Board Approval Date:	5/16/24 6/3/24

PRIMARY FUNCTIONS

Under the supervision and direction of the site principal or his/her administrative designee, the Athletic Director oversees all responsibilities for high school athletic programs including developing and monitoring budgets, scheduling opponents, providing direct feedback in evaluating coaching staff, overseeing facilities, arranging student transportation, monitoring students athletes' academic progress, and ensuring compliance with the policies, rules, and regulations of the California Interscholastic Federation (CIF). Working with site and district administration, the athletic director oversees and directs the work of custodial, grounds keeping and other support staff in preparing and properly maintaining athletic fields and facilities. The athletic director will teach a minimum of one period per day.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Work with site principal or administrative designee to establish annual athletic department budget
- Manage the athletic department budget and work with district and site support staff to ensure the proper handling, receiving, and depositing of funds in adherence with California Education Code, Board Policy, and CIF rules and regulations
- Work with site principal or administrative designee, site support staff, and human resources to recruit, interview, hire and place athletic coaches
- Complete, sign and distribute coaching contract
- Complete, sign and verify charges for officiating contracts
- Manage and monitor, coaching staff
- Develop and implement team policies and procedures
- Work with administrative services department to approve offsite practice contracts and access to district athletic facilities under approved joint use agreements
- Obtain appropriate insurance forms for athletic events from District
- Under the direction of the site principal or administrative designee, supervise and direct the work of custodial and grounds keeping staff and provide direct feedback on annual evaluations
- Monitor student-athletic eligibility, maintain and distribute student -athletic eligibility lists in a timely manner
- Work with site principal or administrative designee to monitor and report issues related to student-athletic transfer eligibility
- Attend all CIF and league meetings as the school and district representative; communicate with site administration, coaching staff, and district all relevant changes to league alignment, scheduling and/or CIF policies, rules, and regulations, etc.
- Oversee the purchase, placement, and distribution of all league and CIF patches, metals, awards,

banners, etc. as well as sports equipment and vendor contracts in compliance with California Education Code, board policy and CIF policies, rules, and regulations

- Maintain and update all school athletic information, publicity, schedules, and announcements for bulletins, local publications, and social media accounts
- Serve as site and district liaison to various athletic booster groups;
- Working with site and district administration, accept and approve team grants, donations, and individual student-athlete scholarships awards
- Coordinate student-athlete educational awareness programs related to healthy lifestyles and leadership
- Schedule and facilitate parent orientation meetings and presentations for students interested in athletic programs
- Organize the facilitated efficient and effective process for student-athlete registration and individual compliance requirements such as completion of physical exams, insurance, etc.
- Work with site principal or administrative designee to update coaching handbook, parent/player handbook, team schedules, school calendars, and other materials and resources for high athletic programs
- Support coaches with parent and student complaints. Work with HR to investigate any complaints against coaches.
- Serve as administrative designee in charge at athletic events.
- Other duties and responsibilities consistent to the primary functions and collective bargaining agreement may be assigned

QUALIFICATIONS

Education and Experience:

Education:

- Possess a Bachelor's Degree and valid California Teaching Credential, Possess current First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) certification

Experience:

- Three years of experience teaching and coaching in a high school setting

Licenses, Certificates and Other Requirements:

- Valid CA Drivers License
- Maintain Auto Insurance

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal and state laws related to equity and Title IX compliance for public school athletic events
- Basic rules and regulations governing a wide variety of team and individual sports offered in public high schools
- California education code, board policy, and CIF policies, rules and regulations related to the proper supervision, transportation, and management of students to ensure well being and safety
- California education code, board policy, and CIF policies, rules and regulations related student-athlete eligibility and sportsmanship guidelines for student-athletes, coaches and spectators
- Organizational leadership, motivational strategies, and techniques for teaching adult coaches, and student-athletes
- Organizing, planning and scheduling events using a conflict matrix and multiple calendars
- Appropriate budgeting, cash handling, and basic accounting procedures related to student activities and events

Skills and Abilities to:

- Understand and carry out both oral and written instructions independently
- Work collaboratively and communicate effectively as part of a team
- Analyze and interpret numerical data and written information
- Maintain confidential information
- Prepare and maintain financial and programmatic reports and other records related to athletic programs
- Maintain professional standards of conduct (model core values)
- Operate a computer, including word processing, data management software, and student information systems
- Establish and maintain ongoing cooperative and collaborative relationships with students, parents, school district staff, key public agencies, booster clubs, and other community stakeholders

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds, and occasionally up to 50, push or pull up to 50 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge that I have read and understand this job description. I have had the opportunity to ask questions and have them answered regarding the general duties and responsibilities of this job. I understand that the job description may be revised from time to time by the Patterson Joint Unified School District Governing Board, in consultation with my professional association, as needed and where applicable.

I understand and agree that nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district, where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately if I need reasonable accommodations to perform the primary functions, general duties, and responsibilities, or the physical, mental, and social requirements of this job.

Employee Signature

Date

Name Printed