



TITLE: Director IV- Athletics, Physical Education and Activities

WORK YEAR: 219 Work Days

REPORTS TO: Assistant Superintendent of Curriculum and Instruction
or appointed designee

EDUCATION AND EXPERIENCE

- California Administrative Credential
- English Learner Authorization
- Master's Degree or higher
- Minimum of three (3) years of site administrator experience
- Valid California Driver's License or Identification Card
- Experience leading district and/or site-based athletic programs (preferred)

PRIMARY FUNCTION:

Under the direction of the Assistant Superintendent of Instruction or designee, the Director is responsible for exercising leadership in districtwide athletic, physical education, and extra-curricular programs. The position is responsible for the coordination and implementation of well-rounded athletic and extra-curricular programs, supporting the high school Assistant Principals (AP) of Athletics and Activities Directors, overseeing the physical education programs TK-12. The Director also acts as a liaison between the District and outside educational partners for the areas of athletics, activities and physical education.

REPRESENTATIVE DUTIES:

1. District-Wide Policy & Compliance

- Represent the District at the CIF Section Board of Managers meetings and league governance meetings.
- Ensure an environment that promotes student-athlete safety, health, and welfare, and be strongly committed to the student-athlete experience.
- Develop and implement district-wide safety protocols, heat illness prevention plans, and emergency action plans (EAPs) for all athletic venues.

2. Multi-Site Leadership & Support

- Provide leadership to all District athletic programs (7-12) and make recommendations for improvement to district leadership and school principals.

- Support principals/site administrators and their physical education teachers to ensure physical education lessons and activities are standards aligned and appropriate.
- Coordinate district meetings for school-level APs of Athletics, activities directors/activities teachers, and secondary PE department chairs.
- Partner with the Personnel Services Department to coordinate the onboarding and clearance process for all coaches.
- Creation and oversight of a district-wide tracking system to ensure every coach (volunteer or paid) has cleared DOJ fingerprinting, TB testing, and all applicable trainings.
- Develop coaching education programs focused on promoting student well-being and connectedness.
- Training & Professional Learning: Plan, organize, and deliver related training and professional learning opportunities for certificated and classified staff.
- Act as the second level of appeal for parent or student grievances that cannot be resolved at the site level.
- Be on call to address issues related to athletics and activities.

3. Facilities & Master Planning

- Collaborate with the Facilities/Maintenance department on the design and renovation of stadiums, gyms, courts, and tracks.
- Collaborate with school site principals and district departments to ensure a uniform quality of equipment and facilities across all schools to maintain "geographic equity" within the district.

4. Fiscal Management & Resource Development

- Oversee the allocation of the General Fund for athletics and physical education.
- Assists with district-wide vendor contracts for services (e.g. athletic training, weather monitoring systems), apparel (e.g., Nike/Adidas), photography, and digital ticketing platforms (e.g., GoFan).
- Supports the sites to ensure all required District paperwork is completed
- Create and monitor a tracking system to ensure all paperwork and clearances are in current and up to date.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS

KNOWLEDGE OF:

- CIF rules, regulations and procedures
- Effective management skills
- School district organization, operations, policies, and objectives
- Oral and written communication skills
- Strong interpersonal skills to effectively work with diverse groups
- Deep knowledge of the California Education Code and CIF Constitution.

- Ability to manage complex budgets involving both General Fund and ASB (student body) accounts.
- Skill in "consensus building" to align multiple high schools with varying cultures under a single district vision.
- Proficiency in data analysis to track student-athlete academic progress and retention rates.

WORKING CONDITIONS:

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to commute to various locations to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – frequently
- Ability to work at a desk and in meetings of various configurations