

GATEWAY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION: DISTRICT ATHLETIC DIRECTOR / CENTRAL VALLEY HIGH SCHOOL ATHLETIC DIRECTOR

DEFINITION

Under the general direction of the Superintendent or designee, plans, organizes, and coordinates District-wide interscholastic athletic programs while serving as the Athletic Director for Central Valley High School; ensures compliance with District policies, California Interscholastic Federation (CIF) regulations, and applicable league requirements; provides leadership in the development, alignment, and implementation of athletic programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position is responsible for District-wide coordination of interscholastic athletic programs and site-level leadership of the Central Valley High School athletic program, with an emphasis on program alignment, operational efficiency, and student-athlete development.

This classification includes limited supervisory responsibility over walk-on and volunteer (non-certificated) coaching staff only. Site administrators retain full supervisory and evaluative authority over certificated employees, including teacher/coaches.

This position exercises independent judgment in coordinating athletic programs and in providing recommendations related to the selection, assignment, and performance of non-certificated coaching staff.

This position requires knowledge of interscholastic athletic programs, CIF rules and regulations, and school-based athletic operations, and involves frequent interaction with administrators, staff, students, parents, and community members.

This is a non-sedentary position classification that performs light to medium work that involves walking, running, and standing for extended periods. This position requires accurate perception of sound, near and far vision, depth perception, and the ability to work with athletic equipment and provide oral direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL FUNCTIONS

District Athletic Coordination

- Coordinates District-wide athletic programs, including schedules, league participation, and operational systems
- Ensures compliance with CIF rules, league requirements, and District policies across all school sites
- Collaborates with site administrators and athletic personnel to align athletic practices, expectations, and communication across schools
- Supports the development and implementation of feeder programs between middle school and high school athletics to promote student participation and program continuity
- Assists in standardizing athletic procedures, forms, and communication to improve efficiency and consistency across the District

- Monitors program implementation and provides recommendations for improvement, including program structure, participation, and operational effectiveness
- Serves as a District resource to administrators, coaches, and staff regarding athletic program requirements, CIF compliance, and best practices
- Assists in identifying and addressing program needs across sites, including facilities, equipment, and resource allocation

Site Athletic Director – Central Valley High School

- Oversees daily operations of the high school athletic program, including scheduling, facilities use, and event supervision
- Coordinates equipment, uniforms, transportation, and program logistics
- Ensures compliance with eligibility, safety, and program requirements
- Oversees athletic transportation arrangements, including coordination with District transportation staff, verification of approved drivers, and compliance with applicable laws, including SB 88 and pupil transportation requirements

Coaching and Program Support

- Participates in recruitment, screening, and interviews for coaching positions and provides recommendations for selection and assignment
- Assigns and directs work of walk-on and volunteer (non-certificated) coaching staff
- Provides oversight, guidance, and performance feedback for assigned non-certificated coaching staff
- Recommends discipline or non-reassignment of walk-on and volunteer coaches
- Ensures all coaches and volunteers meet CIF, District, and legal requirements, including required clearances and training
- Provides input to site administration regarding coaching program effectiveness, staffing, and program improvements

QUALIFICATIONS

Knowledge of:

- CIF rules, regulations, and compliance requirements
- Principles and practices of interscholastic athletic program management
- Applicable laws and regulations related to student supervision and transportation
- District policies and procedures related to athletics

Ability to:

- Coordinate and support District-wide athletic programs
- Interpret and apply CIF rules, District policies, and applicable laws
- Communicate effectively and maintain positive working relationships
- Organize and manage multiple priorities
- Participate effectively in hiring processes and provide sound personnel recommendations
- Provide direction and oversight to non-certificated coaching staff

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying.

Experience:

- Experience in athletic program coordination, coaching, or related field
- Secondary school athletic experience is desirable

Education:

- High school diploma or equivalent; additional coursework in physical education, sports management, or related field is desirable

LICENSES AND CERTIFICATIONS

- Valid First Aid and CPR certification
- Valid California driver's license