



Job Description

POSITION TITLE:**Coordinator II****JD#6104****(Classified Management)****Athletic Director/Facilities Manager****Venture Academy****County Operated Schools and Programs****SALARY PLACEMENT:****Management Salary Schedule****Range 12**

SUMMARY OF POSITION:

Under the direction of the Division Director of Venture Academy, this position will oversee all aspects of the Venture Academy Athletic Program, which includes elementary, middle school and high school athletics. This position will supervise, manage, and evaluate the athletic program for the school and ensure compliance with all policies and regulations with regard to the athletic program, fundraising, and student behavior. The responsibilities include managing the budget, equipment, uniforms, schedules, and facilities. The Coordinator will be responsible for hiring and onboarding coaches each season, perform coach evaluations, oversee special programs as assigned, plan and conduct community engagement partner meetings, and participate full in the Venture Leadership Team. This position will perform the duties of lead staff at sporting events and is responsible for organizing and hosting tournaments and all home games. This position will be responsible for developing and supervising fundraising opportunities. This position will be responsible for collaborating with Venture Academy staff, coaches, and families to foster opportunities for students to be scholar athletes. The school's preference is that the Coordinator does not simultaneously hold the position of a Varsity Head Coach.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree. Two years of experience working with collegiate athletics or CIF regulations and policies, or an athletics organization and the community. One year of experience managing a budget for a program, organization, or public agency. Possess a valid CPR/AED certification or be willing to obtain prior to starting date.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree. Experience with CIF regulations and policies. Experience working in educational agencies, school districts, or colleges. Experience with coaching and/or competitive athletics. Experience with inventory systems and detailed calendar systems.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- hiring, supervising, or terminating coaches and athletic staff
- program evaluation and data collection
- assigned software
- district, COE, charter, and state education and athletic policies, rules, and regulations
- safety protocols and emergency procedures
- preparing budgets and allocating resources
- filing CIF reports and paperwork
- mediating disputes between coaches, parents/guardians, and athletes
- student participation eligibility rules
- grading policies

Ability to:

- supervise, lead, and evaluate staff
- manage student athletes, parents/guardians, and coaches
- perform duties of lead staff at athletic events
- serve as a liaison between school, administration, engagement partners, and league officials
- operate a computer

- be flexible based on program needs and adapt as appropriate
- create and follow policies and procedures
- coordinate and conduct a variety of events and activities
- effectively communicate verbally and in writing
- manage multiple tasks and deadlines
- maintain a safe and protective environment
- read transcripts and grade reports
- establish and support collegiate recruitment practices

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Ensure eligibility of athletes and coordinate supervision of all home athletic contests.
14. Oversee CIF eligibility status of students and attend all required CIF and league meetings.
15. Schedule and post all athletic events on the VAFS events calendar, social media accounts, and website.
16. Manage and monitor athletic websites and social media accounts.
17. Develop and maintain a student athletic and coaches' athletic handbooks.
18. Promote the use of the gym to outside schools/groups and organizations and ensure that the proper facilities use form, proof of insurance, and paperwork have been submitted prior to use.
19. Develop and manage the athletic/facility budget and assist coaches with the purchase of equipment and uniforms.
20. Manage the maintenance and use of indoor and outdoor facilities to expedite all activities and functions of the school athletic program.
21. Develop an annual fund-raising plan and carry out fundraising opportunities, including working with potential parent booster groups.
22. Identify and provide resources and community connections for students and parents/guardians.
23. Promote athletics through growing and strengthening relationships with Venture students and staff.
24. Fully participate in the Venture Academy Leadership Team and extracurricular activities.
25. Perform as lead staff at home and away athletic events.
26. Work to resolve coach, student, and parent concerns with regard to the athletic program.
27. Hire and evaluate coaching and athletic staff.
28. Coordinate referees for all athletic events and work closely with referee organizations to ensure high quality referees at the school-sponsored events.
29. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 50 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in varying weather conditions and/or uneven terrain in an educational and standard environment, other athletic facilities, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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