Position: Coordinator III - District Athletic Director	FLSA: Exempt	Work Days: 223
Reports to: Assistant Superintendent or Designee	Salary: Classified Management Salary Schedule – Range D	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Coordinator III - District Athletic Director plans, coordinates, implements, and evaluates the District's K–12 athletics programs, ensuring high-quality athletic opportunities that support student development, safety, and well-being. This position services in the areas of interscholastic athletics, athletic program development, coaching support, compliance, and facility coordination.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Develop, recommend, and implement district-wide policies and procedures related to athletics and student participation.
- Provide district-wide leadership in the design, development, organization, and overall coordination of all K–12 athletic programs.
- Organize the development, implementation, and ongoing evaluation of the District's athletics programs across all sports and school levels.
- Maintain continuity, consistency, and vertical articulation of athletic programs from elementary through high school.
- Oversee compliance with local, state, and federal mandates related to athletics, including CIF bylaws, Title IX, concussion protocols, and safety regulations.
- Coordinate district-wide processes for the selection, procurement, maintenance, and replacement of athletic equipment, uniforms, and materials.
- Plan, coordinate, and facilitate professional development activities for coaches, athletic directors, and other athletic personnel, including safety training, certification, and sport-specific development.
- Evaluate the effectiveness of district athletic programs through data analysis, program review, stakeholder feedback, and site collaboration.
- Coordinate athletic calendars, scheduling, league play, transportation needs, facility use, and officiating assignments.
- Lead and facilitate committees and work groups related to athletics, including athletic director councils, safety teams, and equity review groups.
- Collaborate with Facilities & Operations to maintain athletic facilities that meet safety standards and program needs.
- Develop, administer, and monitor district athletic budgets, including equipment, transportation, training, and support services.
- Supervise, support, and evaluate the work of assigned personnel, including coaches, athletic directors, and program support staff.
- Serve as the District's designated representative in meetings, leagues, conferences, committees, and professional organizations.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a master’s degree from an accredited college or university in education, educational leadership/administration, kinesiology, sports management, public administration, or a closely related field.
- Experience: Three years of progressively responsible experience in a K–12 educational, athletics, or public agency setting, including at least one year in a leadership, coordination, or administrative role (such as athletic director, site administrator, program coordinator, or equivalent).

LICENSES AND CERTIFICATES

- Valid California driver’s license required