

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: District Athletics Administrator

BASIC FUNCTION:

Under the direction of the High School Principal, the District Athletics Administrator is responsible for the planning, development, and implementation of the policies, regulations, guidelines, and procedures pertaining to a high school interscholastic sports program; serve as an administrator of record for the interscholastic sports personnel concerning sports and recreation activities.

ESSENTIAL DUTIES:

- Assist in the athletics administration of Laguna Beach High School
- Plans, organizes, coordinates, and participates in the high school interscholastic sports programs
- Plans, organizes, and coordinates sports program league scheduling and special sports activities in accordance with CIF and District policies, regulations, and guidelines
- Supervises and evaluates all coaches, equipment personnel, and all classified staff that support the athletic department
- Develops and implements an intramural sports program at the middle school level
- Negotiates with sports league officials concerning advantageous regular season and play-off scheduling and sites
- Establishes the sports program operational procedures, and the activities and functions pertaining to home and away games and special activities
- Reviews, monitors, and audits fundraising and booster club activities, and establishes specific methods by which funds are accounted for and controlled
- Selects or assists in the selection of materials, equipment, and supplies used in the interscholastic sports program
- Manages the recruitment and selection of interscholastic sport coaches
- Confers with, counsels, and advises site administrators concerning interscholastic sports programs and special project programs and activities
- Participate in weekly meetings as a member of the school administrative leadership team
- Counsels and advises program-specific parent groups/boosters as required
- Serves as school administrator representative in Athletic Conference, League, and CIF-SS meetings as appropriate
- Makes recommendations to revise, update, and incorporate creative and innovative trends into the District's interscholastic sports program
- Organizes the procedure for athletic clearance and eligibility check-lists
- Meets annually with all coaches to establish program goals and follows up with the evaluation of the coaching staff and the programs at the end of the season
- Arranges for transportation for athletic events
- Schedules and coordinates coaches' meetings, including training sessions
- Prepares and oversees the athletic budget and inventory

- Coordinator for summer camp programs including establishing fees, enrollment tracking, and rostering
- Works with site and District administrators to ensure that all equipment and facilities are secured

OTHER REPRESENTATIVE DUTIES:

- Serves as liaison with the Athletic Booster Club
- Provides event supervision for activities and athletics
- Serves as school representative at league and other athletic meetings
- Perform other duties as assigned

QUALIFICATIONS:

Knowledge of:

- Principles, goals, and objectives of public education
- Methods, techniques, procedures, and strategies concerning the development and maintenance of an effective interscholastic sports program
- Policies, regulations, and procedures pertaining to interscholastic sports and special project activities
- Sports interest groups and organizations within the local community and the greater metropolitan area
- Modern trends pertaining to interscholastic sports and physical education instructional processes and activities
- Methods, procedures, and strategies of the supervision of instructional and student body related activities and programs
- Student activity, behavior management, and campus supervision

Ability to:

- Provide specialized resource support and coordination of a creative and innovative sports program
- Analyze and assess interscholastic sports program needs, and offer recommendations pertaining to program activity revisions, additions, or deletions
- Effectively plan, organize and coordinate the management functions and activities of a high school operation
- Demonstrate a positive instructional leadership model
- Participate in the evaluation of the District's interscholastic sports and special project programs and activities
- Understand and carry out oral and written directions with minimal accountability controls
- Communicate effectively in oral and written form
- Establish and maintain effective organization, community, and public relations

MINIMUM QUALIFICATIONS

Experience:

At least four years of increasing responsibility in teaching, athletic coaching, and/or administrative experience in education

Education:

Graduation from an accredited college or university with a Master's degree in school administration or a closely related field

Licenses:

Valid California credential authorizing service as a secondary-level teacher

Valid California Administrative Services Credential

Valid California Driver's License

Possession of a valid First Aid Certificate from the American Red Cross, including CPR training

PERSONAL QUALITIES:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Excellent interpersonal skills
- Effective organizational skills
- Decisiveness
- Commitment to high staff morale
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation
- Creativity in problem-solving

WORKING CONDITIONS:

Environment:

- Indoor office environment
- Indoor and outdoor environments

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently sit, occasionally stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl to store or retrieve materials
- Ability to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading work orders, diagrams, labels, and other printed matter
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures, functions and limitations of assigned duties