JOB DESCRIPTION OF ATHLETIC DIRECTOR

POSITION: Athletic Director – Administrator

DEPARTMENT: Comprehensive High Schools

POSITION SUMMARY:
Under the direction of the Principal, plan, organize, control and direct high school athletic activities; schedule and coordinate athletics programs and events on campus; serve as liaison between administrators, personnel, parents, students and outside agencies (e.g. Booster Clubs); supervise and evaluate the performance of assigned personnel. Participate in the general administrative operations of the school.

ESSENTIAL FUNCTIONS:

1. Plan, organize, control and direct high school athletic activities; including but not limited to develop standards and procedures for high school athletic programs; develop and approve athletic schedules, arrange facility use and equipment needs, arrange for staffing of security, medical, security, gate and other needed staff, coordinate athletic camps on school facilities.
2. Serve as liaison between administrators, personnel, parents, students, boosters and outside agencies; respond to inquiries and provide information concerning school athletics programs; resolve issues and conflicts related to athletic programs. Maintain timely and effective communication with stakeholder groups, including maintenance of site Athletic Program webpage and other social media communications.
3. Oversee staffing the athletic program, including but not limited to and coordinate the interviews, conduct reference checks, select and assign both voluntary and paid coaching staff.
4. Ensure compliance with all training requirements and mandates for all coaching staff. Serve as a liaison with Human Resources staff regarding coaching staff compliance and hiring needs.
5. Observe and evaluate all coaches to ensure they meet District requirements, support District philosophy regarding athletics, and are providing role models for student athletes in compliance with District guidelines (such as Character Counts and ASEP).
6. Develop and submit a timely annual budget for the site athletic programs and activities; analyze and review budgetary and financial data to remain fiscally sound; control and authorize expenditures in accordance with established limitations; coordinate the purchase and maintenance of athletic equipment. Prepare and submit a financial reports to the site admin or designee.
7. Ensure compliance with all interscholastic policies and procedures including but not limited to Rules and By-Laws of the California Interscholastic Federation, Athletic League regulations for each High School Athletic Department (for example, SJ.A.A., T.C.A.L. and V.O.L.), Title IX and all District Board policies related to the Athletic Departments.
8. Represent the school as necessary in all athletic business at District, League, Section and State meetings.
9. Arrange athletic recognition events, including but not limited to scheduling, arranging of facilities, promotion of events, and purchase of recognition awards. Obtain prior approval from the Superintendent regarding the naming of proposed athletic awards.

10. Schedule, promote, and staff physical examinations for each athletic candidate prior to the fall, winter, and spring sports sessions. Maintain a permanent confidential file at the school site of medical examinations, insurance forms, parent consent forms and information on athlete team suspensions and expulsions. Assist-head coaches in checking athletes to be sure all proper clearance forms have been turned in by the athlete.
11. Chair and administer League meetings as assigned. Host All League tournaments and League meets as necessary.
12. Ensure that equipment is properly inventoried and maintained. Coordinate with coaches regarding athletic equipment inventory and maintain a record of inventory including but not limited to equipment quantity, storage location, and servicing/cleaning of equipment.
13. Coordinate athletic facility use with other school sites and outside groups including use of facilities between men and women's athletic programs. Review and approve facility use agreements as necessary for athletic programs.
14. Communicate with the site Principal, P.E. Dept. Chair, and Maintenance/Grounds Supervisors on a regular basis to ensure the best use and maintenance of athletic facilities and buildings.
15. Provide input, when necessary, to the site Principal or designee and Facilities Dept. regarding the planning and development of new facilities.
16. Coordinate with the Principal, director of student activities, cheer advisor and coaches on the scheduling of athletic assemblies and rallies, including rooter buses, band and pep squad, etc.
17. Supervise and evaluate head coaches each season. Ensure that head coaches are evaluating the assistant coaches each season.
18. At the direction of the Principal or designee, assist in low-level discipline and student interventions.
19. As directed by the Principal, support and assist the assistant principal in school operations including but not limited to student supervision/discipline.
20. Assist Human Resources in investigations
21. Maintain regular and prompt attendance.
22. Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:
Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Masters Degree or ability to obtain. Valid Administrative Services credential is required.

SKILLS AND QUALIFICATIONS:

1. Knowledge of intermediate computer skills including the ability to maintain the school's Athletic Website and respond to electronic communications from inside and outside the District.
2. Ability to communicate effectively, orally and in writing in order to arbitrate and mediate problems arising within the ranks of the athletic department, between coaches and athletes, or between coaches, parents and other adults.
3. Knowledge of all Rules and By-Laws of the California Interscholastic Federation and individual Leagues in order to be responsible to the Principal for League and CJF eligibility of the athletes and adherence to all CIF criteria, including scholastic eligibility of all candidates.

4. Be able to interpret the specific application of rules and regulations for a sport and make certain coaches are aware of all rules and regulations governing their sport.
5. Ability to work effectively with outside interest groups, such as athletic clubs or parent advisory groups and seek ways for supporting and financing the athletic program. Support eligible coaches' participation in scouting activities and clinics to strengthen athletic programs.
6. Support eligible coaches' participation in scouting activities and clinics to strengthen athletic programs. Support coaches in the recruitment process.
7. Knowledge of the District insurance program.
8. Evaluate the athletic program and seek ways of improving interscholastic athletics. Present recommendations for changes in policies from the athletic department to the site Principal and be responsible for the annual review of the Coaches Handbook and Athletic Code book.
9. Maintain a good working relationship with the local press and strive to ensure that each of the activity areas receive proper publicity.
10. Communicate athletic team transportation needs to the Transportation Department and forward documents to Transportation for the purpose of clearing parent/volunteer drivers. Communicate the approval or disapproval of parent and volunteer drivers to the responsible coach.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:

1. Stand for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoops and/or climbs for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 75 pounds at waist height for short distances.

WORK ENVIRONMENT:
Employees in this position will be required to work in indoors and outdoors environments and come in direct contact with school site staff, students, parents, and the public. In addition, the Athletic Director must perform duties and responsibilities that occur outside school buildings and facilities on the school campus and at other school related activities and events.

SALARY: LME Range 54

DAYS OF SERVICE: 200 days

BOARD APPROVED: 10.27.26