



## CERTIFICATED JOB DESCRIPTION

### ATHLETIC DIRECTOR

**General Definition:**

To provide each student an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and principles of fair play.

**Employment Term:**

Annual certificated contract days as per collective bargaining unit agreement.

**Salary:**

Appropriate placement on the certificated salary schedule.

**Supervision From:**

Principal/Designee

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

Baccalaureate or higher degree with an academic major and professional preparation program which includes student teaching for the teaching credential(s) held. Prior experience in athletics and coaching at a secondary level.

**Certificates and Licenses:**

Current valid California secondary teaching credential and CLAD/BCLAD/ELL/SDAIE certification. Must be highly qualified in core subject area. Possess a valid First Aid Card and CPR certificate. Valid California driver's license and evidence of insurance, TB, and criminal justice fingerprint clearance.

**Duties and Responsibilities:**

1. Organizes and administers the overall program of extracurricular athletics for the high school.
2. Provides leadership in the selection, assignment, and supervision of athletic coaches.
3. Fosters good community-school relations by keeping the community aware of and responsive to the athletic program.
4. Assume responsibility for the organization and scheduling of all athletic events.
5. Monitors required coaching training and annually certifies compliance to the Governing Board.
6. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
7. Prepares and administers the athletic budget.

8. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport.
9. Supervises all ticket sales and fund-raising events of the athletic program, and assumes proper handling of funds.
10. Plans and supervises any annual recognition program for school athletes.
11. Represents the school at CIF meetings.
12. Attends sporting events acting as a designated school official.
13. Maintains inventory of athletic uniforms, supplies and equipment.
14. Develops and implements athletic safety program consistent with state and federal law, board policy, CIF regulations and other guidelines.
15. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
16. Other related duties as assigned.

**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 frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 40 lb. such as boxes of supplies. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.