

**JOB TITLE: Director of Athletics**

**GENERAL SUMMARY:**

Under the general direction and supervision of the Building Principal provides District-wide leadership in planning and coordinating the secondary school athletic program. Provides students 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 the principles of fair play. The Athletic Director assists in the development and support of District programs in character development/discipline and performs other duties directly related to this position description.

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

**General:**

Plans, develops, interprets, coordinates, and implements the District-wide high school interscholastic athletic program.

Assists site administrators, coaches, physical education department heads and teachers in the implementation of the school/District athletic program.

Develops, allocates and modifies the District's/school's athletic and extended day non-athletic programs budgets and makes recommendations on sports facilities development and maintenance.

Responsible for articulating appropriate rules and regulations governing the conduct of athletic activities.

Supports the California Interscholastic Federation (C.I.F.) and state adopted guidelines for the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility.

Supervises all ticket sales and fund-raising events of the athletic program and is responsible for the proper handling of funds.

Develops the schedules of interscholastic contests and events and arranges sites for athletic contests.

Organizes and directs all league playoffs, conference meets, and annual tournaments.

Chairs and serves on or participates in community meetings, conferences and councils related to the District's/school's athletic program.

**Additional Related Duties/Responsibilities:**

Provides leadership in the selection, assignment, and evaluation of athletic coaches and department staff members.

Works cooperatively with coaches in hiring officials, team physicians, and security as required for the proper, safe conduct of home games.

Responsible for administering non-school use of playing fields, swimming pool and athletic facilities.

Administers the athletic coverage insurance program and assumes responsibility for the processing of all reports and claims.

Keeps records of all school athletic contests and maintains a file of award winners, stating the date and type of award, including athletic scholarships. Plans and supervises an annual recognition program for school athletes.

**Working Conditions:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

Ability to routinely lift/carry athletic equipment and supplies weighing up to 50 pounds.

Ability to operate recreation/athletic equipment with dexterity and in a safe and efficient manner.

Indoor and outdoor working environment subject to bending, crouching and kneeling to assist students; pushing/pulling and lifting of recreation equipment; standing/walking for prolonged periods of time; occasional running and jumping; and reaching in all directions.

Moderate to high stress level.

**Environmental Conditions:**

Work is predominantly in athletic office and outside school, athletic field(s) environment.

Temperature – normal climate, occasional adverse weather conditions.

**Contacts:**

Daily contact with students, teachers and school staff.

Regular contact with community members, outside agency personnel and parents.

**Occupational Certificates/Licenses:**

Holds an appropriate California Teaching Credential or valid emergency certification issued by the California Commission on Teacher Credentialing.

First Aid or valid sports injury certificate and CPR certification.

**Employment Standards:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.