

ATHLETIC DIRECTOR

JOB GOAL:

To provide an athletic program that will foster physical skills, a sense of worth and competence, a knowledge and understanding of sports, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES AND DUTIES:

Responsible for compliance with all statutes and policies related to interscholastic athletics.
Provide leadership in the selection, assignment, orientation and evaluation of coaches.
Foster good school-community relations by keeping the community aware of and responsive to the assigned programs through a reasonable public information program.
Responsible for the organization and scheduling of all interscholastic athletic events.
Hire officials, team physicians and security as required and assume general responsibility for the proper supervision of home games.
Arrange transportation for participants in athletic contests.
Arrange for required meals and housing for athletes and coaches.
Develop and implement appropriate rules and regulations governing the conduct of athletic activities.
Administer District, Title IX, District, League and C.I.F. policies assuring compliance.
Prepare and administer the budgets of the athletic programs.
Requisition supplies, uniforms and equipment.
Direct the cleaning, storage, care and inventory of all athletic equipment and supplies.
Coordinate and monitor all ticket sales and fund-raising events connected with the athletic programs.
Organize details of visiting teams' needs, including lodging, meals, gymnasium services and field assistance, as appropriate.
Coordinate for the use of non-school playing fields and facilities.
Provide for physical examinations of all athletes prior to the beginning of each season.
Assist coaches with annual recognition programs for school athletes.
Provide the availability of an adequate student insurance plan.
Maintain related records in order to complete necessary forms and reports.
Assure proper and safe facilities and equipment.
Coordinate efforts by athletic booster organizations.
Perform related duties as assigned.

REPORTS TO:

Principal

REQUIRED QUALIFICATIONS:

Possess a valid California secondary teaching credential.
Three years of successful teaching experience.
Demonstrated success in a leadership role.

DESIRED QUALIFICATIONS:

Training and/or experience in management of athletic programs.
Three years of successful coaching experience.