



JOB DESCRIPTION

ATHLETIC DIRECTOR

185 Days- Teacher Salary Schedule (HSD)

DEFINITION: The Athletic Director provides overall leadership and coordination among the various interscholastic sports in the athletic program. The Athletic Director is under the direct supervision of the Principal or Designee (Athletic Assistant Principal). The Athletic Director supervises coaches and others involved in the athletic program.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Lead a quality athletic program
- Show initiative and exhibit a strong work ethic
- Respond daily to voicemail, email and other correspondence
- Hire, supervise, evaluate and checkout coaches for all teams
- Monitor coaches for completion of the required CIF Coaching Certification (Title V)
- Supervise student athletes and fans
- Manage a site budget
- Inform administration of potential athletic issues
- Respond to parent concerns
- Resolve conflicts that may develop between coaches, parents and athletes
- Responsible for certifying eligibility of athletes including transfers and academic eligibility
- Communicate regularly with all constituencies
- Represent administration at booster meetings
- Monitor equity issues such as ADA, Title IX, sexual harassment and hazing
- **Work with the site Principal to ensure equitable athletic opportunities for students of all genders**
- Maintain the athletic facilities
- Interpret and enforce District, school, Marin County Athletic League (MCAL), North Coast Section (NCS) and California Interscholastic Federation (CIF) rules and policies consistently
- Develop schedules for up to all team games including game management, site venue, contracting for officials and transportation, when provided
- Monitor daily practices
- Investigate athletic complaints along with administration
- Maintain confidentiality
- Responsible for inventory of athletic uniforms and equipment
- Act as site manager for all league and section playoff activities assigned to the school
- Coordinate the use of athletic facilities with the SRCS Facilities Coordinator
- Plan and organize the athletic awards programs
- Act as a resource for student athletes for collegiate athletic eligibility information
- Monitor and manage the Athletic Waiver Program
- Manage and monitor the Triax Impact Sensor Program
- Coordinate the rental of offsite athletic facilities
- Manage work orders for athletic facilities

- Manage Ticket Mangers for SR athletic events
- Negotiate for Athletic Trainer Services as required
- Make all arrangements for post-season play, including application process for all contests
- Other duties as assigned

KNOWLEDGE, ABILITIES AND EXPERIENCE:

- Demonstrated ability to organize, plan, coordinate and direct a variety of complex programs
- Experience in athletics and coaching
- Knowledge of and ability to apply MCAL, NCS, and CIF rules
- Ability to communicate effectively, both orally and in writing
- Effectiveness in working with administrators, coaches, students and the community
- CIF Coaching Certification

PHYSICAL REQUIREMENTS:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 50% sitting, 25% walking, and 25% standing. This job is performed in a school environment that includes indoor and outdoor duties.

Board Approval: