



JOB DESCRIPTION

ATHLETIC DIRECTOR

DEFINITION: The Athletic Director provides overall leadership and coordination among the various interscholastic sports to develop a quality athletic program. The Athletic Director is under the direct supervision of the Principal or Designee. The Athletic Director supervises coaches and others involved in the athletic program and understands the proper administrative chain of command through which to process requests and concerns.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Selects, supervises, and evaluates all coaches for all athletic teams
- Provides orientation to new coaches and provides on-going training as needed
- Regularly observes daily practices and provides feedback to coaches
- Monitors coaches for completion of the required CIF Coaching Certification (Title V)
- Interprets and enforces school, District, Marin County Athletic League (MCAL), North Coast Section (NCS), and California Interscholastic Federation (CIF) rules and policies consistently
- Certifies academic and transfer eligibility of student athletes on a regular basis
- Manages and monitors the Athletic Waiver Program
- Manages and monitors the Triax Impact Sensor Program
- Maintains athletic program records as required by policy and law
- Represents site administration at Booster club meetings
- Prepares and maintains a balanced athletic budget; meets individually with each head coach to assess needs and allocate funds
- Orders all athletic equipment and maintains a current equipment inventory
- Develops schedules for all athletic events including game management, site venue, contracting for officials, ticket managers, athletic trainer services, game announcers, and transportation as necessary
- Coordinates the concession stands program with the Boosters and team groups
- Ensures coaches and teams staying overnight for athletic contests complete and submit required paperwork in a timely manner
- Prepares and monitors work orders for maintenance of athletic facilities
- Coordinates the use of athletic facilities with the SRCS Facilities Coordinator
- Coordinates the rental of off-site athletic facilities if needed

- Monitors equity issues such as ADA, Title IX, sexual harassment, and hazing; completes reports as required by law
- Works with the site principal to provide equitable athletic opportunities for students of all genders
- Serves as a resource for student athletes regarding collegiate athletic eligibility information
- Supervises student athletes and fans during athletic competitions
- Informs site administration of potential issues in the athletic program
- Resolves conflicts that may develop between coaches, parents and athletes
- Reviews complaints regarding the athletic program; refers to site administration if appropriate
- Responds to parent concerns in a timely manner
- Plans and organizes the athletic awards programs
- Communicates regularly with all constituencies regarding the athletic program
- Acts as site manager for all league and section playoff activities assigned to the school
- Makes all arrangements for post-season play, including application process for all contests
- Promotes athletics within the school and outside the school through local media, youth programs, and community groups
- Understands and maintains confidentiality
- Responds daily to voicemail, email, and other correspondence
- Other related 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; preferably in a high school interscholastic athletic program
- Knowledge of and ability to apply MCAL, NCS, and CIF rules
- Ability to communicate effectively, both orally and in writing
- Demonstrated 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.

WORK YEAR:

The work year consists of the student academic year plus additional work days before and after the academic year to fulfill the league and section requirements of the position.

Board Approval: