



EDUCATING LEARNERS FOR THE 21ST CENTURY

JOB DESCRIPTION

ATHLETIC DIRECTOR

STIPEND - \$2000.00

BASIC FUNCTION

Under the direction of the School Principal and with the support of the After School Program Coordinator, the Athletic Director will oversee the organization and scheduling of school sponsored athletic events.

MAJOR DUTIES AND RESPONSIBILITIES

1. Oversee the organization and scheduling of athletic events.
2. Recruit and supervise coaches.
3. Schedule the equitable use of facilities for practice sessions and games.
4. Hire and arrange payment of officials for home games.
5. Assist coaches in arranging transportation to away games.
6. Requisition program supplies and equipment.
7. Assist coaches in fund-raising and oversee the use of team accounts.
8. Maintain the overall calendar of games and practices.
9. Coordinate practices, attend games, and support coaches with sport specific fundamentals and strategies as needed.
10. Organize fundraising efforts for sports equipment, supplies, fees and other related costs.
11. Other minor duties as assigned by the Principal or other site Administrative Staff which are consistent with the general requirements and qualifications of the position.

QUALIFICATIONS:

The candidate must possess the knowledge, skills and personal leadership qualities to successfully demonstrate the ability to:

- Coordinate assigned athletic events within the school and if applicable between school and district;
- Communicate on an ongoing basis with the Principal and After School Program Coordinator;
- Advise and give direction to athletic coaches;
- Communicate effectively orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;

- Work independently with little direction;
- Plan and organize work;
- Possess interpersonal skills which result in tactful, patient, respectful, and courteous interaction with others;
- Maintain consistent, punctual, and regular attendance

Physical Requirements:

Ability to hear and speak to exchange information orally and in writing; see to read a variety of materials; walk across campuses to conduct school business; sit, reach, stoop, and bend as needed to perform clerical and administrative duties. Stand for extended periods of time when assisting with student supervision.

Education and Credential Requirements:

- Four year degree in related field from accredited college or university is preferred or pass the instructional aide exam or hold a two year degree or meet district required number of units from an accredited college or university;
- Mandatory CPR and First Aid Certifications (can obtain through the district);
- Valid State Driver's License

Experience: A minimum of two years coaching experience is required.

Board Approved 06-03-2015