

EAST SIDE UNION HIGH SCHOOL DISTRICT

Job Title: ATHLETIC DIRECTOR

1. Brief Description of Position:

- 1.1. Activities include: promotes overall growth and development of athletic programs; serves as liaison between coaches, school and district administration, other schools athletic directors and coaches; assist the school's administration in the coordination of the ESUHSD, BVAL and CCS athletic affairs.

2. Major Duties and Responsibilities

2.1. Athletic Eligibility:

- 2.1.1. Oversees/coordinates athletes' grades eligibility activities according to the district eligibility policy, BVAL and CCS requirements.
- 2.1.2. Checks/coordinates residential eligibility of all athletes to include making sure that all necessary forms are obtained, filled out properly and submitted in a timely manner.

2.2. Meeting Attendance:

- 2.2.1. Attends all District, league, CCS, and ADs meetings.
- 2.2.2. Coordinates and organizes all school site athletic meetings, such as: parents, coaches, sportsmanship and code of conduct meetings.

2.3. Coaching Staff:

- 2.3.1. Helps in: the advertising of coaching position vacancies; interviews and recommends for the hiring and/or releasing of coaches.
- 2.3.2. Helps with the coaches' certification process and communicates to coaches and school administration all certification requirements and the status for complying with the certifications before each sport season.
- 2.3.3. Keep all coaches updated on current CIF, CCS, BVAL, and ESUHSD policies, rules, and regulations.
- 2.3.4. Insures that all coaches have copies of all athletes' physical exams, insurance cards, and ASB cards at the required date.

2.4. Budget:

- 2.4.1. Oversees and allocates money allocated for athletic programs from the Principal, ASB, Booster Club, and all supplemental money earned through various fundraising activities.
- 2.4.2. Supervises and/or orders uniforms and the purchase of equipment for all teams.
- 2.4.3. Coordinates the ordering of bus transportation for athletic events.
- 2.4.4. Coordinates awards for all teams and all the "end of the year awards."
- 2.4.5. Oversees that all school bank procedures are followed.

2.5. Use of Athletic Facilities:

- 2.5.1. Assist in the coordination of the use of all athletic facilities throughout all sport seasons including holidays, in-service days, and weekends.
- 2.5.2. Coordinates the use of athletic facilities with the school's "use of facilities master calendar."

2.6. Uniforms and Equipment:

- 2.6.1.Orders new and/or replacement equipment
- 2.6.2.Orders and coordinates the maintenance of all equipment.
- 2.6.3.Coordinates the inventory of all uniforms and equipment for each sport season.

2.7. Athletic contests:

- 2.7.1.Performs and/or supervises other athletic activities that have been mutually agreed between the AD and the Principal.
- 2.7.2.Oversees requests for officials for all contests and communicates with officials Associations as needed.

2.8. Additional Responsibilities:

- 2.8.1.Promotes academic success for all athletes.
- 2.8.2.Meets with principal regularly to develop and review the needs of athletic programs and goals.
- 2.8.3.Promotes and supervises that all athletes, coaches, students, parents and staff demonstrate good sportsmanship at all athletic events.
- 2.8.4.Write letters of recommendation for athletes as requested.
- 2.8.5.Keep athletes informed of scholarship opportunities.
- 2.8.6.Coordinates "end of the year" athletics award programs to include Scholar Athlete recognitions.
- 2.8.7.Provides information regarding NCAA Clearinghouse.

3. **Supervision and Evaluation:**

- 3.1. To be performed as described in the bargaining association contract.

4. **Minimum Desirable Qualifications:**

- 4.1. Experience as a teacher of physical education and/or athletic coach.
- 4.2. Have met all of the required State of California coaching certifications.

Approved: 04/16/2013 Bd Mtg