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. Writes letters of recommendation for athletes as requested.
   2.8.5. Keeps 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