

## **MIDDLE SCHOOL ATHLETIC DIRECTOR**

**DEFINITION:** The Middle School Athletic Director provides leadership in planning, implementation, coordination, supervision, and evaluation of athletic programs for the middle school. The Middle School Athletic Director promotes extracurricular athletic activity that fosters skill development, understanding of sports, and appreciation for a variety of athletic activities and programs, teaming, and sportsmanship for students and adults. The Athletic Director supervises athletic programs at the middle school level in accordance with the FCUSD Athletic handbook and the Education Code.

### **DISTINGUISHING CHARACTERISTICS:**

Under the direction of the principal, plan, organize, and direct middle school athletic activities; schedule and coordinate athletics programs and events on campus; serve as liaison between administrators, coaches, parents, students and outside agencies.

### **QUALIFICATIONS:**

**Experience:** A minimum of two years teaching at the school and experience as a Middle School coach

**Other:** Possession of a valid California Teaching Credential

**Education:** Master's Degree preferred

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **RULES & REGULATIONS**

- Follow all rules and regulations of the regional middle school league, including preparing student lists, submitting schedules, dues, and other documents as required.
- Follow all school rules and regulations and school board policy.
- Communicate that all middle school athletes will be supervised at all times by coaches.
- Work with principal in resolving problems of discipline concerning athletes.

#### **ATHLETIC ADMINISTRATION**

- Prepare and maintain a budget for interscholastic athletic programs, and assist the facilities supervisor.
- Work with the principal to improve the middle school athletic program.
- Assist in reporting and documenting all athletic injuries.
- Verify that all participants have a physical examination, proper permission forms, and insurance verifications per school board policy.
- Assist in verifying student academic eligibility per school rules and regulations and school board policy.
- Assist with the athletic calendar in conjunction with the principal.
- Assist in ensuring that all coaches are cleared with HR department prior to the start of sports season.
- Communicate and coordinate middle school facilities needs with the district.

#### **SUPPLIES, EQUIPMENT & UNIFORMS**

- Keep an updated inventory of all athletic equipment and uniforms.
- Keep supplies, equipment, and uniforms in satisfactory condition, and order all new and replacement supplies, equipment, and uniforms when necessary.
- Provide each coach with equipment, team medical supplies, and uniforms prior to the season and ensures that each coach returns all equipment, unused supplies, and uniforms using a checklist.

#### **EVENTS**

- Schedule the use of all athletic facilities and fields for middle school athletic games and practices following school procedure.
- Arrange for officials for all interscholastic events and make arrangements for payment of officials.
- Be present or be on call for all home games, and ensure coach/s assume responsibility at all away games.
- Assist in finding timekeepers, scorekeepers, and custodians if applicable for home games.
- Assume responsibility for communicating the cancellation / change of games.

**TRANSPORTATION**

- Arrange and confirm bus or other transportation for athletic participants.
- Verify that all participants have proper permission forms for alternative transportation if requested.
- Communicate the athletic transportation policy to all coaches responsible for away game transportation.

**COMMUNICATION**

- Conduct athlete, parent and coaches meetings as needed.
- Represent the schools and district at middle school regional meetings and events.
- Communicate issues with school facilities and fields with Administration.
- Work with coaches to make sure that all student athletes and parents know the rules and regulations.
- Act as a liaison between coaches and the athletic booster club if applicable.
- Promote and model good sportsmanship and maintain an active program that welcomes competing teams, guests, and game officials.
- Follow a chain of command of:
  - Athlete/parent to coach
  - Coach to athletic director
  - Athletic director to principal / designee
- Provide other related duties as may be directed by the principal.

**KNOWLEDGE:**

- Planning, organization and direction of a comprehensive middle school athletics program.
- Budget preparation and control.
- Interpret, apply and explain rules, regulations, policies and procedures.

**ABILITIES AND SKILLS:**

- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Meet schedules and time lines.

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.