

**DIRECTOR OF ATHLETICS****DEFINITION:**

Under the direct supervision of the Assistant Superintendent of Secondary Instruction, plan, organize and coordinate all District-wide athletic activities; supervise and evaluate the performance of assigned personnel; assist with coordinating District-wide utilization of all District athletic facilities by the community; facilitate all required training and certification to ensure legal compliance and California Interscholastic Federation compliance of all coaches, assistant coaches, and other athletic personnel in the District; serve as a District liaison between administrators, personnel, parents, Booster Clubs, students, and outside agencies; serve as a District Title 9 coordinator.

**QUALIFICATIONS:**

Experience: A minimum of three years as an athletic director or head coach

Education: Valid California Administrative Credential and Teaching Credential

Other: A valid California driver's license; CIF, CPR, First Aid, Concussion, and Sudden Cardiac Arrest certifications

**DISTINGUISHING CHARACTERISTICS:**

- Work with changing priorities, regulations, and deadlines
- Analyze situations accurately and recommend necessary actions
- Perform essential job functions and job task requirements
- Be an effective team member and leader
- Implement District-wide programs and systems
- Demonstrate skills collaborating with site Athletic Directors, teachers, coaches, and administrators

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Assistant Superintendent of Secondary Instruction, the incumbent will:

- Plan, organize, and coordinate District-wide athletic activities; develop standards, policies, and procedures for District-wide athletic programs and activities; coordinate athletic camps on District facilities and oversee security at athletic events; assist with coordinating of outside organizations such as AAU and Youth Sports.
- Conduct or facilitate District-wide training and certification of all Athletic Directors, coaches, and other athletic personnel under the joint auspices of the District, the CIF, and relative to Student Body Accounting procedures/policies pursuant to District protocols and as outlined in the California Association of School Business Officials (CASBO).
- Ensure District compliance with the filing, investigation, and resolution of complaints regarding the noncompliance with Ed Code 49010-49011 regarding pupil fees.
- Assist in developing, coordinating and monitoring the District Use of Facilities Policies for the athletic facilities.
- Assist with recruitment, job postings, and job descriptions surrounding coaching.
- Assume responsibility for the collection, organization, and submission of all information and documents to Human Resources verifying coaches and Athletic Directors have met all seasonal prerequisites; specifically CPR, First Aid, CIF, Concussion, and Sudden Cardiac Arrest certification.
- Assist in the development and preparation of the annual preliminary budget for the Athletic department; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established limitations; coordinate the purchase and maintenance of athletic equipment; assist in the preparation of related bids; assure program funding and evaluate funding resources; provide District athletic site fundraiser approval; obtain business partners for support and sponsorship for athletics; oversee employee stipends and athlete waiver requests.
- Oversee intra-District student athletic transfers to assure compliance with established rules and regulations; process related applications.
- Coordinate and participate in meetings, conferences and in-services; coordinate meetings with Middle and High School Athletic Directors; represent the District at Booster Club meetings; hold monthly PLC with all site Athletic Directors to discuss and proactively plan for athletic-related concerns or issues, review relevant CIF Bylaws, and provide necessary training; assist in coordination of seasonal or annual coach meetings.
- Represent the District as the contact for athletic appeals and complaints; implement and uphold Board Policies for athletic compliance, uniform complaint process, and Title 9.
- Ensure annual completion of coach and assistant coach evaluations.
- Maintain the updated District Athletic Handbook and Coaching Handbook.
- Maintain and revise new sport addition process.
- Attend Folsom and Rancho Cordova Athletic Organization meetings; attend Board meetings.
- Oversee large-scale investigations regarding student-athlete and/or coach misconduct and significant student athletic injuries.
- Celebrate individual and team athletic accomplishments either on site or through the District's newsletter.
- Have high visibility at sporting events and athletic award ceremonies.

**DIRECTOR OF ATHLETICS**

- Develop and maintain emergency preparedness plan for athletic events.
- Assist in management of high profile athletic events.
- Audit site athletic booster organizations on an annual basis.
- Develop and maintain pre and post season coaching responsibilities.
- Monitor District athletic websites for accuracy and compliance.
- Assist site Athletic Directors in coordinating transportation for athletic teams.

**KNOWLEDGE:**

- California Education Code, and all applicable laws, codes, regulations, policies and procedures
- Planning, organization and coordination of District-wide athletics program
- Educational and tutorial programs
- Budget preparation and monitoring
- Purchasing and big preparation policies, practices and terminology
- Principles and practices of administration, supervision and training

**ABILITIES AND SKILLS:**

- Verbal and written communication skills
- Operate a computer and assigned software
- Work independently with little direction; work well on a team

**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.