

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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| <b>TITLE:</b>          | Assistant Principal /<br>Athletics | <b>REPORTS TO:</b>     | Site Principal                                  |
| <b>DEPARTMENT:</b>     | School Site                        | <b>CLASSIFICATION:</b> | Certificated Management                         |
| <b>FLSA:</b>           | Exempt                             | <b>WORK YEAR:</b>      | 208 Days  |
| <b>BOARD APPROVAL:</b> |                                    | <b>SALARY:</b>         | Tier IV Management Salary<br>Schedule – Range F |

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**SUMMARY:** Under general supervision, plans, organizes, and implements a comprehensive high school athletics program, including processing hiring, clearance, training, supervision and evaluation of all athletic coaches and officials, coordinating athletic events and scheduling of athletic facilities, and acting as the school's athletic program liaison to external agencies and athletic booster groups; assists, as assigned, in the planning, organizing and directing of the site's educational operations, activities and services beyond extracurricular athletic programs, including curriculum, instructional programs, coordinating discipline, welfare and guidance services, fiscal functions, personnel supervision and evaluation, and program development to enhance student learning and assure smooth and efficient operations.

**REPRESENTATIVE DUTIES:** Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

**Essential Duty = E**

Coordinates a comprehensive high school athletics program in collaboration with District staff, the site principal, site staff, and coaches and officials to meet programmatic needs and ensure program quality and consistency. **E**

Recruits and selects athletic coaches and makes recommendations for their employment. **E**

Assists with the creation of site and league athletic schedules; assures that coaches and officials are scheduled for athletic competitions. **E**

Schedules and conducts meetings of athletic coaching staff, including pre-season orientations meetings, to ensure program alignment and consistency with District and league expectations. **E**

Supervises, evaluates, makes recommendations, and assists in implementing disciplinary actions involving athletic coaches and other assigned staff members. **E**

Schedules and issues contracts for high school athletic contests; maintains necessary and appropriate records. **E**

Maintains accurate and up-to-date files and records of paid and volunteer athletic coaches and officials; issues payments for officials and recommends the processing of payment to paid coaches upon completion of service. **E**

Arranges student transportation to off-site athletic contests as needed. **E**

Provides supervision at athletic competitions; serves as the site host to officials and visiting schools. **E**

Arranges and oversees the supervision of employees and volunteers who work athletic competitions. **E**

Supervises and oversees athletic booster funds; prepares and administers operating budget for the athletic program. **E**

Prepares and submits reports regarding the athletic program to District staff, the site principal, and others. **E**

Orders and maintains an accurate inventory of equipment and supplies for the athletic program. **E**

Communicates, advises, and ensures that coaches comply with District requirements, OHSA, and athletic league policies and regulations, including applicable State and Federal laws. **E**

Attends District and league meetings pertaining to athletic programs; serves as the site's liaison to EBAL, NCS/CIF, athletic booster groups and site athletic coaches. **E**

Ensures all paid and volunteer athletic coaches meet all state, District, and league requirements, including required certifications, clearances, and mandated trainings, before deployment to service with students. **E**

Coordinates use of athletic facilities by internal and external groups in collaboration with the District's Facilities Department and in alignment with prescribed District procedures and protocols; ensures that facilities are prepared and ready for practices and competitions and are properly secured upon completion. **E**

Manages and assists in the maintaining of buildings and grounds for athletic programs, including turf maintenance, building/fence maintenance, scoreboards, and other related equipment. **E**

Assists the principal with directing the day-to-day activities of the school. **E**

Provides leadership and assists with the implementation of program and curriculum development, effective instructional practices, assessment, scheduling, and program development, monitoring and improvement in assigned academic discipline(s). **E**

Develops, implements, and supervises student discipline programs and functions in accordance with established District standards and procedures; provides recommendations and implements disciplinary actions with students as needed to ensure a safe campus environment. **E**

Investigates, responds to, and addresses complaints and resolves conflicts which arise involving students, parents/caregivers, coaches, and/or staff members; provides timely and effective communications regarding incidents or situations which might impact the school or District. **E**

Develops, recommends and implements strategies for maintaining a positive image of the school and District with the local and broader community. **E**

Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

### **TRAINING, EDUCATION AND EXPERIENCE:**

Valid California Administrative Services Credential or current enrollment in an administrative services credential program with intern eligibility. Familiarity and experience with high school athletic programs, including service as an athletic coach, official, and athletic coordinator/director in a school setting and/or experience as a teacher leader or site administrator is preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
Valid National Federation of High Schools Coaching Certification  
Valid CPR/First Aid  
Valid California Driver's License

**TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:**

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and relevant online applications. Knowledge of and ability to proficiently use contemporary software applications and online resources relevant to the essential duties of the position. Ability to proficiently use modern office equipment and communications devices.

**KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.**

**KNOWLEDGE OF:**

Methods of coordinating, organizing, and leading a high school athletics program.

District and athletic league rules, regulations and procedures governing high school athletic programs.

Curriculum standards, instructional techniques, and behavior management/intervention strategies in a high school setting.

Social, emotional, physical and cognitive development of adolescents.

Local, state and Federal requirements governing school site operations.

Strategies for promoting inclusion and equity among all students and staff in a diverse environment.

Methods of gathering and maintaining data, preparing reports, setting meeting agendas, and developing and making presentations.

Planning, organizing, coordinating and implementing the operations, activities, and functions of assigned programs.

Practices and procedures involved in developing and implementing program services, goals, objectives, plans, strategies, standards, processes and procedures within a model of continuous improvement.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies, and procedures.

Procedures for budget preparation and management.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer, assigned software, and other technology related to assigned programs.

**ABILITY TO:**

Work effectively with individuals from diverse backgrounds and perspectives.

Effectively solve problems and address and resolve conflicts.

Define problems, gather data, establish facts and draw valid conclusions.

Effectively lead and motivate students, parents/caregivers, and staff.

Represent the athletic program, the school and the District professionally in multiple settings.

Effectively present information to and respond to inquiries from students, parents, coaches, and school staff.

Read, interpret and apply pertinent laws, policies, rules, regulations, codes, and procedures accurately.

Maintain accurate and organized records.

Write routine reports and correspondence.

Plan and organize work to meet schedules and deadlines.

Plan, facilitate and conduct meetings.

Work non-standard hours to attend and supervise athletic competitions.

Serve as a role model and provide leadership to athletes, parents/caregivers, coaches, and school staff within a high school athletics program.

Work collaboratively and harmoniously with all individuals in the execution and completion of assigned areas of responsibility.

Assist and support the principal in directing the day-to-day operations of the school site.

**LANGUAGE SKILLS:**

Ability to read, write and speak in English. Ability to read and interpret documents such as Board policies, Athletic league policies, safety rules and regulations, operating and maintenance instructions and procedures manuals; to write reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS:**

Indoor and outdoor work environment, with frequent interruptions  
Driving a vehicle to conduct work

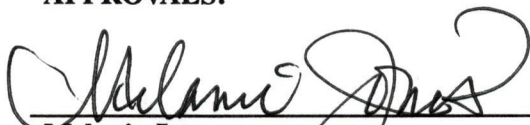
**PHYSICAL ABILITIES:**

Consistent mental alertness; sitting or standing for extended periods of time; occasional lifting, carrying, pushing, and pulling objects up to 40 pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone.

**OTHER QUALIFICATIONS:**

Must successfully pass the District's pre-employment fingerprinting, TB testing and mandated training.

**APPROVALS:**

  
\_\_\_\_\_  
**Melanie Jones**  
Executive Director, Human Resources

5/17/2023  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
**John Malloy, Ed.D.**  
Superintendent

\_\_\_\_\_  
Date