

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

Title:	Athletic Director	Reports to:	Site Administration
Department:	School Site	Classification:	Certificated Bargaining Unit
FSLA:	Exempt	Work Year:	Certificated Teacher; 186 days
Board Approval:	January 10, 2012	Salary:	Extra Services Salary Schedule

SUMMARY DEFINITION:

The Athletic Director is responsible for providing leadership, supervision, coordination and evaluation of athletic programs, grades 9-12. In addition, the Athletic Director will work in collaboration with the High School Principal and/or designee to actively recruit qualified coaches to fill vacant positions as they arise. The Athletic Director is responsible to provide a quality athletic program that offers equal access for all students regardless of gender, race, religion, etc.

REPRESENTATIVE DUTIES: (incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this position, but is intended to accurately reflect the essential job elements.)

E= Essential Functions

- Directly responsible to the principal and/or the administrative designee. **E**
- Each season plan/conduct an in-service for all coaches and provide each with the District Policies and Procedures and expectations to ensure a safe quality program. **E**
- Work in collaboration with Human Resources and site administration to recruit and oversee interview process for coaching vacancies. Responsible to ensure all coaches, staff and volunteers have been fingerprinted and are current with CPR, First Aid and certification requirements. Attend other trainings as directed. **E**
- In coordination with coaches, plan the athletic contests and schedules for all sports. Directly responsible for making contact with other school teams in the event of contest cancellations and/or rescheduling. **E**
- Provide supervision of athletic contests and serve as host to visiting teams and officials as assigned. Check the readiness for all facilities for all teams and spectators prior to game time. **E**
- Responsible for executing contracts for all officials, transportation, equipment and facility usage. **E**
- Work in cooperation with site administrators to supervise and evaluate all athletic programs and varsity head coaches. **E**
- Assist site administrator in the supervision of part-time and volunteers who work with the Athletic Program (i.e.; ticket takers, parent volunteers, etc). **E**
- Work with site administrator each spring to prepare the next year's athletic budget. **E**
- Provide the athletic budget to ASB for approval. The budget will be monitored and maintained by the student accounts secretary and the athletics administrator. **E**
- Coordinate facility usage with site administrator to ensure that there are no conflicts. **E**
- Collaborate with site administration and clerical staff to verify the eligibility of student athletes to include academic, attendance, insurance coverage and physical clearance. **E**
- Coordinate the preparation of the athletic facilities and sport fields. **E**
- Provide leadership and serve as liaison to community groups who support athletic programs. **E**
- Work in cooperation with various school groups and site administrators to promote school spirit and good sportsmanship. **E**
- Arrange or coordinate athletic equipment for re-conditioning. **E**
- Coordinate with coaches for the distribution of athletic awards and honors. Coordinate all purchase orders for the requisition of letters and other athletic certificates. **E**
- Directly responsible for contacting all coaches and school personnel in regards to meetings (times and dates) that pertain to their program or sport in a timely manner. Ensure timely distribution of CIF sport manuals. **E**

- Facilitate accident/injury management with site administrator, athletic trainer and school nurse. **E**
- Implement and ensure all coaches practice CIF's "Pursuing Victory with Honor" program. **E**
- Maintain a record on file of all award winners stating date and type of award. **E**
- Keep coaches updated on all current league and section rules and regulations. **E**
- Responsible for the evaluation of head coaches and the oversight of varsity head coaches' evaluations of all assistant, JV and Frosh coaches. **E**
- Other duties as assigned.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Credential

KNOWLEDGE OF:

- District, regional, state, and federal policies and regulations, i.e. Title IX regulations
- Intellectual, emotional and social development of all students

ABILITY TO:

- Communicate clearly with staff, students and parents
- Work collaboratively with peers, students, peers, and parents
- Develop effective conflict resolution strategies
- Provide a positive school climate

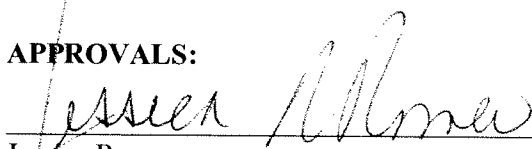
WORKING CONDITIONS:

- General school campus environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store books, materials, files and supplies; lifting light to medium weight objects.


APPROVALS:



Jessica Romeo
Assistant Superintendent, Human Resources

1-12-12

Date



Steven Enoch
Superintendent

1/20/12

Date