



## ATHLETIC DIRECTOR

District of Scholars, Achievers, Champions

Board Revision Date: 02.23.11

### **BRIEF DESCRIPTION OF POSITION:**

The Director of Athletics shall, under the direction of the Principal and the immediate supervision of the Assistant Principal, coordinate and supervise the school's athletic program.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- a. Provides leadership for and works in coordination with coaches to maintain competitive athletic ethical standards. E
- b. Establishes priorities for the acquisition of new and replacement equipment. E
- c. Maintains compliance with CIF, League, and District rules and regulations. E
- d. Monitors the budgeting and accounting of athletic funds. E
- e. Coordinates school athletic schedules with the various leagues. E
- f. Arranges for games' officials. E
- g. Arranges for ticket sellers. E
- h. Arranges for necessary chaperones (and where appropriate) security personnel. E
- i. Facilitates staff development opportunities for all team coaches. E
- j. Within CIG-SS parameters, provides information to feeder schools in order to make entering students aware of the athletic programs available to them. E
- k. Monitors eligibility status and implements clearance procedures for athletes, including academic, medical, parent permission, and insurance requirements. E

### **OTHER DUTIES AND RESPONSIBILITIES**

- a. Attends meetings related to athletic matters at the District and school as well as League and other meetings as designated by the Principal.
- b. Assists in the screening of team coaches.
- c. Maintains communication with P.E. Department Chairs regarding use of facilities and equipment.
- d. Arranges for proper facilities and equipment for events.
- e. Works with team coaches to arrange team transportation to and from events.
- f. Cooperates with booster club and participates actively as appropriate.
- g. Ensures that athletic schedules are recorded on the master calendar maintained by the Activities Director.
- h. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

### **EXTRA DUTY PAY**

The Athletic Director's pay shall be based on the extra duty rate of pay stated in resolution by the Board of Trustees.

### **PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.