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<b>Position:</b>	Director of Athletics, Gr. 7-12	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Educational Center (Gr. 7-12)	<b>Salary Grade:</b>	Appropriate Placement
<b>Reports to/Evaluated by:</b>	Principal/Deputy Principal Educational Center (Gr. 7-12)	<b>Salary Schedule:</b>	Admin. Management

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**SUMMARY**

Under administrative direction, the purpose of the position is to assist the Educational Center Principal and/or Deputy Principal in all aspects of the competitive athletic program including program planning, game management and conformance to the California Interscholastic Federation and TRAC League rules. Employee ensures students are provided opportunities to participate to develop physical skills, a sense of worth and competence, a knowledge and understanding of the pleasure of sport, and the principles of fair play.

**DISTINGUISHING CAREER FEATURES**

Receives direction from the Educational Center Principal and/or Deputy Principal.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Directs and administers athletic programs; plans, organizes and implements departmental goals and coordinates and integrates all activities toward achievement of established goals and objectives; develops and implements departmental policies and procedures.
- Attends, supervises, and provides game management of sporting events; assists coaches of various athletic teams with coaching responsibilities; develops athletic schedules; coordinates transportation required for all athletic events.
- Coordinates Grades K-12 articulation with feeder school administration and coaching staff.
- Coordinates Grades K-12 clinics, camps, club activities with Director of Sport and appropriate feeder school coaches and administrators.
- Develops and enforces athletic principals, policies and code of ethics; develops and promotes athletic programs to encourage sportsmanship and provides a welcoming competitive environment for teams and guests.
- Determines eligibility of all players; works with coaches and administrators on discipline issues concerning athletics; maintains files of athletic suspensions and removals from teams, and ensures due process.
- Ensures all appropriate information, applications and forms are distributed and completed by athletics and families; plans and monitors cost effective physical screening for athletes 7-12; ensures the maintenance of all appropriate physical and emergency records and documentation for all students/athletes.

- Collaborates with Student Activities Specialist and Activities Director in planning athletic awards programs; oversees the development of promotional items, printing and sales of programs and team posters for special events.
- Maintains coaching staff fingerprinting, certification and credential records; submits recommendation of all coaches for employment and re-employment.
- Develops athletic budget for recommendation to the Principal; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control.
- Performs other duties as assigned by the Principal and/or Deputy Principal.

## **QUALIFICATIONS**

**Knowledge and Skills:** Thorough knowledge of State and Federal laws and regulations governing Athletic programs. Thorough knowledge of administrative principles, practices and procedures of all phases of athletic planning and scheduling.

**Abilities:** Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to integrate a variety of support functions. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to solve complex problems requiring considerations of short and long-range implications. Requires the ability to communicate effectively in written and oral formats.

**Physical Abilities:** Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and telephone conversations.

**Education and Experience:** Requires a Bachelor's degree and three to five years experience as a teacher, or equivalent.

**Licenses and Certificates:** California Administrative Services Credential