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| Position: | Learning Director, Athletics (7-12 Educational Center) | FLSA: | Exempt |
| Department/Site: | 7-12 Educational Center | Salary Grade: | Appropriate Placement |
| Reports to/Evaluated by: | Principal and/or Deputy Principal(s), 7-12 Educational Center | Salary Schedule: | Administrative Management |

SUMMARY

To use leadership, supervisory, and administrative skills in assisting the Principal and Deputy Principal(s), 7-12 Educational Center to achieve and maintain standards of excellence in teaching so that each student may derive the greatest academic and personal benefit from the learning experience.

To assist the Educational Center Principal and/or Deputy Principal(s) in all aspects of the competitive athletic program including program planning, game management, and conformance to the California Interscholastic Federation (CIF) Conference rules so that students are provided opportunities to participate in developing physical skills, a sense of worth and competence, a knowledge and understanding of the pleasure of sport, and the principles of fair play.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as a member of Educational Center leadership team in providing a seamless educational program for students in Grades 7-12.
- Makes recommendations to the Principal, 7-12 Educational Center for employment and reemployment of all classified and certificated personnel, including coaches and substitute teachers, for assigned departments.
- Shares supervision of the athletic program with the other Educational Center administrators.
- Assists in developing performance objectives relative to the expected standards of students’ academic achievement for assigned areas.
- Assists in developing evaluation criteria for measuring student performance for assigned areas.
- Provides leadership for the improvement of instruction by directing staff development education for teachers/coaches under his/her supervision.
- Assists the Principal and Deputy Principals, 7-12 Educational Center, in developing and interpreting curriculum to students, parents, and members of the community for assigned departments.
- Works with counseling department on coordination of NCAA and NAIA regulations.
- Assists in developing the master schedule for assigned departments.
- Develops all athletic schedules for the Educational Center.

- Assumes responsibility for the direct supervision and evaluation of assigned certificated and classified personnel, including certificated coaches, athletic trainers, and classified walk-on coaches.
- Serves as a liaison for outside agencies such as booster clubs, Foundations, etc.
- Coordinates transportation required for all athletic events and monitors the budget for transportation of athletic events.
- Assists/mentors athletic coaches of with coaching duties/activities as needed.
- Represents the school administration at appropriate CIF and league meetings.
- Attends all District Athletic Director and Athletic Eligibility meetings as required.
- Develops the athletic budget for recommendation to the Principal.
- Coordinates payment for all athletic services, i.e., officials, CIF, vendors, coaching stipends, etc.
- Determines the athletic eligibility of all players at the school.
- Serves as a member of the District Athletic Committee and site athletic Code of Ethics Committee.
- Provides proper certification training for all coaches.
- Coordinates the K-12 athletic program articulation with feeder school administrations and coaching staffs.
- Ensures all appropriate certifications, qualifications, and requirements are met by all coaches.
- Coordinates the K-12 athletic clinics, camps, and club activities with the Directors of Sport and appropriate feeder school coaches and administrators.
- Performs other duties as assigned by the Principal and/or Deputy Principal(s).

QUALIFICATIONS

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/coach, or equivalent.

License(s) and/or Credential: A California Administrative Services Credential is required.