

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DISTRICT ATHLETIC/FACILITY UTILIZATION COORDINATOR

BASIC FUNCTION:

Under the direct supervision of the Associate Superintendent–Secondary Education, plan, organize, and coordinate all District-wide athletic activities; supervise and evaluate the performance of assigned personnel; plan, organize, and coordinate District-wide utilization of all District facilities by the community; plan, organize, coordinate, and implement all required training and certification to insure legal compliance and C.I.F. compliance of all managers, coaches, and other athletic personnel in the District; serve as a District liaison between administrators, personnel, parents, students and outside agencies.

ESSENTIAL FUNCTIONS:

Plan, organize, and coordinate District-wide athletic activities; develop standards and procedures for District-wide athletic programs; coordinate athletic camps on District facilities and security at athletic events.

Plan, organize, and coordinate District-wide employee programs and activities in support of the District's Wellness Initiative.

Plan, organize, and coordinate District-wide training and certification of all managers, coaches, and personnel under the joint auspices of the Elk Grove Unified School District and the California Interscholastic Federation (C.I.F.).

Plan, organize, and coordinate District-wide training of all managers, coaches, and personnel relative to Student Body Accounting procedures/policies pursuant to District protocols and as outlined in the California Association of School Business Officials (CASBO).

Plan, organize, and coordinate District-wide facilities usage; assist in developing and monitoring District Use of Facilities Policy.

Supervise the performance of assigned personnel; assist with recruitment, job postings and job descriptions surrounding coaching vacancies and staffing; assume responsibility for the collection, organization, and submission of all information and documents to Human Resources verifying coaches and managers have met all pre-employment prerequisites; specifically, CPR/First Aid Training, C.I.F. Certification.

Coordinate and implement educational and tutorial programs to enhance the study skills of student athletes; assure student athlete preparation for college entrance exams.

Serve as liaison between administrators, personnel, parents, students and outside agencies; respond to inquiries and provide information concerning District athletics and/or District facility usage; coordinate activities and programs, resolve issues and conflicts and exchange information.

Provide technical expertise, information and assistance to the Associate Superintendent – Secondary Education regarding District athletic activities; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient

work environment; advise the Associate Superintendent – Secondary Education of unusual trends or problems and recommend appropriate corrective action.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned athletic programs and services.

Direct the preparation and maintenance of a variety of data, reports, records and files related to student eligibility, assigned activities and personnel.

Assist in the development and preparation of the annual preliminary budget for the Athletic department; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established limitations; coordinate the purchase and maintenance of athletic equipment; assist in the preparation of related bids; assure program funding and evaluate funding resources.

Oversee intra-District student athlete transfers to assure compliance with established rules and regulations; process related applications.

Coordinate and participate in meetings, conferences and in-services; organize and conduct training sessions for athletic personnel.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and coordination of a District-wide athletics program.

Educational and tutorial programs.

Budget preparation and monitoring.

Purchasing and bid preparation policies, practices and terminology.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and coordinate District-wide athletic activities.

Supervise the performance of assigned personnel.

Coordinate and implement educational and tutorial programs to enhance the study skills of student athletes.

Serve as liaison between administrators, personnel, parents, students and outside agencies.

Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in physical education or related field supplemented by four years experience as a varsity coach.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.