

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ATHLETIC DIRECTOR**

#### **BASIC FUNCTION:**

Under the direction of the Principal, plan, organize, control and direct high school athletic activities; schedule and coordinate athletics programs and events on campus; serve as liaison between administrators, personnel, parents, students and outside agencies; supervise and evaluate the performance of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize, control and direct high school athletic activities; develop standards and procedures for high school athletic programs; coordinate athletic camps on school facilities and security at athletic events.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate recruitment, job postings and descriptions, advertising and related paperwork with the Human Resources department.

Monitor student academic and residential eligibility.

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

Provide technical expertise, information and assistance to the Principal regarding school athletic activities; assure an economical, safe and efficient work environment; advise the Principal of unusual trends or problems and recommend appropriate corrective action.

Plan, organize and implement long and short-term programs and activities designed to enhance after school athletic programs and services; develop policies and procedures regarding athletics and coaches handbook; assure coaches have met District and CIF certification requirements.

Direct the preparation and maintenance of a variety of data, reports, records and files related to student eligibility, assigned activities and personnel; assure compliance regarding discipline procedures for coaches and students according to established procedures, laws and regulations.

Develop and prepare the annual preliminary budget for the site athletic programs and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; coordinate the purchase and maintenance of athletic equipment.

Coordinate the transportation of athletic teams according to District policy and administrative regulations.

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 direction of a comprehensive high school athletics program.

Educational and tutorial programs.

Budget preparation and control.

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, control and direct high school athletic activities.

Supervise the performance of assigned personnel.

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 three years experience as a varsity or junior 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.