

**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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- a. Monitors CIF-SS/District athletic eligibility status and implements clearance procedures for student athletes, including academic, residential, medical, parent permission, and insurance requirements.
- b. Posts all athletic positions with stipends, per district policy.
- c. Collaborates with site administration to facilitate District clearance process for athletic coaches.
- d. Provides leadership for and works in coordination with coaches to maintain competitive, athletic, safety, and ethical standards.
- e. Establishes priorities for the acquisition of new and replacement athletic equipment.
- f. Maintains compliance with CIF, League, and District rules and regulations, including equal opportunity and access for all students.
- g. Monitors the budgeting and accounting of athletic funds.
- h. Coordinates site athletic schedules.
- i. Arranges game and practice facilities for athletic teams
- j. Arranges for game officials.
- k. Arranges for game management personnel.
- l. Works with athletic coaches to arrange student athlete transportation to and from games.
- l. Facilitates professional development opportunities for athletic coaches.
- m. Within CIF-SS guidelines, provides information to feeder schools to make entering students aware of the site athletic programs.

**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. Maintains communication with P.E. Department Chairs regarding use of facilities and equipment.
- c. Works collaboratively with site athletic booster club(s) and participates actively as appropriate.
- d. Ensures that athletic schedules are recorded on the master calendar maintained by the Activities Director.
- e. Confirms residential eligibility for transfer student athletes with a home visit to the prior and current address as appropriate.
- e. 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 the current Collective Bargaining Agreement.

**PHYSICAL CHARACTERISTICS:**

- a. Bend, stoop, reach, lift, and stand for prolonged periods.
- b. See to read fine print and for depth perception.
- c. Use hands and fingers to perform tasks.
- d. Speak clearly and hear well enough to communicate effectively.