

ATHLETIC DIRECTOR

ESSENTIAL FUNCTION: Under the direction of the principal and/or designee, the Athletic Director assumes responsibility for and performs specialized services related to the overall operation of the site interscholastic sports program and participates in activities related to the District's interscholastic sports program.

MAJOR DUTIES AND RESPONSIBILITIES: The site Athletic Director recognizes that interscholastic sports program is an integral part of the total educational experience and the support of the instructional program is important to the well-being of all students. Working closely with the principal or his/her designee, the duties for the Athletic Director are:

Prepares transportation requests.

Ensures coaches are informed of their responsibilities and provides orientation to them.

Understands the article, rules and regulations governing athletics as set forth by the Chino Valley Unified School District procedures, southern section California Interscholastic Federation (CIF), the California State Federation, and the National Federation of High Schools.

Reviews and make recommendations to the site principal for coaching assignments based on the needs of the individual site.

Responsible for the general operation of the site's athletic program.

Reviews and makes recommendation of expenditures of the athletic budget for the entire athletic program.

Provides assistance to coaches for planning and organizing their respective sport.

Monitors the use of athletic facilities for athletic teams and community organizations.

Develops a master schedule calendar of athletic events.

Assists coaches in the completion of their athletic schedules.

Assists coaches in determining their transportation needs for their sports.

Coordinates, with the site and District support staff, the set up and prep for the use of athletic facilities.

Represents the school site at school Board meetings and other meetings pertaining to administering the athletic program at his/her site.

Assists coaches and orders the department's athletic supplies.

Oversees, collects, and keeps on file all athletic forms pertaining to student eligibility, physicals, and insurance.

Coordinates with Human Resources all state and educational requirements for coaches such as CPR, first aid, and educational courses and file completion records.

Coordinates with administration the supervision of all athletic contests at the individual site.

Coordinates with the Finance Clerk the management of expenses for all CIF play-off contests.

Manages and updates the communique on the CIF website pertaining to the athletic program.

CREDENTIAL: Valid California Secondary Teaching Credential

EDUCATION: Bachelor's Degree minimum plus appropriate credential

EXPERIENCE: 3 years of teaching experience, 2 years or more of athletic coaching experience

SUPERVISION: Principal or designee

BOARD APPROVED: July 16, 2015