

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Athletic Director
CLASSIFICATION: LEA
REPORTS TO: Principal or Designee

BASIC FUNCTION:

Under the direction of the principal, the Athletic Director is a certificated employee who will take the responsibility for organizing the school's interscholastic athletic program, including the hiring and evaluation of coaches, the orientation of parents and students regarding eligibility requirements for athletics, ensuring adequate facility preparation for games and practices, helping coaches acquire needed equipment and uniforms for school teams, and generally ensuring that the school's athletic program complies with EBAL and NCS eligibility and competition guidelines.

REPRESENTATIVE DUTIES:

- Take general responsibility for the school running a clean and competitive athletic program;
- Represent the school at league or section gatherings of athletics officials;
- Work in collaboration with HR and site administration to identify coaching openings and ensure that they are posted per district HR guidelines, including helping to recruit and managing the interview process;
- Serve as liaison between coaching staff and the administration;
- Approve the athletic contests and schedules for all sports in coordination with coaches;
- Work with site administrators to supervise and evaluate all athletic programs and varsity head coaches;
- Work with site administrators and clerical staff to verify the eligibility of student athletes, including academic, attendance, insurance coverage, and physical clearances;
- Work in cooperation with various school groups and site administrators to promote school spirit and good sportsmanship;
- Arrange or coordinate athletic equipment for re-conditioning;
- Ensure equipment is properly inventoried and maintained by coaches;
- Facilitate accident/injury management with site administrator, athletic trainer and school nurse;

- Assist site administrators in the supervision of part-time staff and volunteers who work with the athletic programs;
- Work with the administrator each spring to develop the next year's athletics budget, and provide the budget to ASB for approval;
- Manage team ASB accounts and coordinate all purchase orders for the requisition of letters and other athletic certificates;
- Submit a financial report to the Athletic Department and the Principal at the beginning of each school year, and ensure that fundraisers proposed by student teams get prior approval from appropriate student body, and when appropriate, site administration;
- Each season plan/conduct an in-service for all coaches, providing each with District Policies and Procedures, ensuring that coaches are aware of EBAL and NCS guidelines re: season of sport, athletics eligibility and other operating bylaws and agreements that govern interscholastic competition;
- Personally conduct or ensure that respective varsity head coaches conduct parent and student orientation activities that state the expectations and requirements;
- Maintain a current file of student-athletes, physical forms, insurance forms, parent-consent forms, etc., and that current information has been forwarded to be placed in the student information system (PowerSchool);
- Resolve conflicts that develop within the Athletic Program
- Ensure that all teams at all levels are formed and operated according to district guidelines;
- Communicate with site and district administration regarding the adequacy of the athletic facilities;
- Recommend improvements of athletic facilities, which shall be directed to the administration (principal);
- Coordinate with the Head Groundskeeper/Custodian the repair and maintenance of athletic fields, track, gymnasium, tennis courts, and other athletic facilities;
- Communicate with head varsity coaches re: the adequacy of uniforms, equipment and safety gear and assist them in accessing additional resources when necessary;
- Communicate with coaches and school personnel with regards to meetings (times and dates) that pertain to their program or sport in a timely manner; distribute CIF sport manuals in a timely manner, and keep coaches updated on all current league and section rules and regulations;
- Administer all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the California Interscholastic Federation, the League, and the District
- Provide post-season evaluations for each head varsity coach;
- Evaluate the program and present recommendations for changes in athletic policies from the Athletic Department to the Principal and/or district personnel;
- Observe coaches sufficiently in order to make future recommendations in terms of job expectations, and to make recommendations to the school principal as to coaches' job assignments;
- Ensure that head coaches evaluate assistant, junior varsity, and frosh coaches;
- Articulate with outside youth sports organizations regarding use of the facility;
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

KNOWLEDGE of district, regional, state, and federal policies and regulations, i.e. Title IX regulations. Must be knowledgeable of the intellectual, emotional, and social development of students.

ABILITY to communicate clearly with staff, students, and parents; work collaboratively with peers, students, and parents; develop effective conflict resolution strategies; provide a positive school climate. Must be able to facilitate meetings; interpret school programs for parents and students and provide general guidance; utilize various software programs to create, maintain, and generate a variety of data and communication material.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Excepting special circumstances, must be a credentialed teacher or counselor at the school. Minimum of three years experience in coaching high school interscholastic sports;

EDUCATION: Credentialed teacher or counselor at the school, with a valid California Credential;

EQUIVALENCY: A combination of education, training, and/or job experience necessary to perform the essential functions of the job;

CLEARANCES: Meet employment requirements as applicable with state, federal, local laws and Board Policy.

TERMS OF EMPLOYMENT:

- Stipend identified in the LEA Contract

SALARY RANGE:

FLSA STATUS:

Work Environment: The usual and customary methods of performing the job's functions require the following physical demands: Generally, the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store books, materials, files, and supplies; lifting light to medium weight objects.

PHYSICAL DEMANDS:

	Never	Rarely	Occasional	Frequently	Continuous
Standing				X	
Walking				X	
Sitting			X		
Lifting			X		
Bending			X		
Twisting			X		
With both hands:					
Manipulate small objects				X	
Holding, grasping, turning				X	
Eye/hand coordination					X
Picking, pinching, fingering					X
Hearing with both ears:					
Near					X
Distance to 20 feet					X
Vision:					
Clarity at 20 inches or less					X
Clarity at 20 feet or more					X
See up, down, left and right					X
Speech and Language:					
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone			X		
Short-term memory recall					X
Long-term memory recall					X
Reading				X	
Writing				X	

Completion by Human Resources

Board Approval Date –
<input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input checked="" type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement
Change Effective date: