
ATHLETIC DIRECTOR HIGH SCHOOL

Job Description

Under the supervision of the Principal, are a coordinator and director of athletic programs.

Qualifications:

1. Member of the high school staff.
2. Experience: Teaching and coaching experience at either the elementary or high school level. Experience at both levels is preferred.
3. Certified in CPR and first aid.
4. Knowledge: Athletic training, CIF by-laws, rules and regulations of the various athletic activities, knowledge of the coaching techniques of each activity.
5. Ability: Read new rules and regulations, follow district policy, develop and communicate operational policies, conduct staff meetings, communicate with parents and pupils.

Typical Duties:

1. Consult with various coaches and the principal to determine the coaching needs of each activity.
2. With administrative support, recruit and secure coaches for the various activities.
3. Recommend employment and changes in coaching assignments before assignments are finalized.
4. With administrative support, provide in-service training for coaches to meet State requirements.
5. With administrative support, secure and provide training for inexperienced coaches.
6. Schedule athletic events.
7. Schedule athletic transportation.
8. With administrative support, secure substitute coaches for absent coaches.
9. Assist principal in arranging qualified assistance for scheduled activities i.e., timekeeper, scorekeeper, officials.
10. Recommend purchases and assist in the development of the athletic budget.
11. Recommend on various purchase requests during the year which occur in addition to the adopted budget.
12. Publicize athletic events within the school setting.
13. Maintain equipment inventories at each school and provide a copy to the school office.
14. Keep principal informed of early pupil dismissals.
15. Consult with coaches to insure that team rules for practice, eligibility, behavior and playing time are followed.
16. Resolve appealed disputes between coaches, athletes, etc.
17. Give monthly reports to the principal.

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18. Evaluate all head varsity personnel
19. Coordinate the evaluation of all assistant coaches.
20. Assist all coaching staff in the enforcement of policies and regulations pertaining to athletics.
21. Orient all coaches in school, district, league, and C.I.F. policies.
22. Represent the school at all TVL, section and state meetings.
23. Determine eligibility of athletes in accordance with CIF and district policies in regards to academics, attendance, discipline etc.
24. Attend major sports home contests and arrange supervision schedule to ensure there is staff and administrative support at all events.
25. Seek ways to finance and support athletic program.
26. Attend parent and student meetings to present information regarding the athletic program.
27. Arrange for officials for all home contests.
28. Supervise the care and maintenance of athletic equipment.
29. Follow established policies and procedures with ASB bookkeeper regarding fundraising, bank deposits and purchases.

Immediate supervisor: Principal

Assignment: School Year

Salary: Stipend schedule