

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

1/14/99
Page 1 of 3

TITLE: ATHLETIC DIRECTOR

QUALIFICATIONS

Knowledge of

1. State and local laws, and district policies regarding student transportation
2. NCAA Clearinghouse procedures.
3. Rules and regulations regarding athletic recruiting policy.
4. Adolescent psychology.
5. California Interscholastic Federation (CIF) rules and regulations.
6. Sports coaching.
7. District procedures regarding purchasing products.
8. Associated Student Body (ASB) procedures.
9. Safety rules and regulations for this position.

Ability to

1. To build rapport with coaches and parents for successful athletic programs.
2. Communicate effectively orally and written form with media, universities, and the internet.
3. Effectively schedule all athletic contests for male and female athletes.
4. Work with city and district office in scheduling facilities.
5. Provide leadership to coaches and athletes.
6. Budget development and implementation.
7. Coordinate with booster clubs and support boosters within district guidelines.
8. Work effectively and cooperatively with ASB advisors.
9. Effectively supervise coaching staffs and athletic events.
10. Communicate effectively in both oral and written form.
11. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
12. Establish and maintain effective work relationships with teachers, administrators, staff, parents and others contacted in the performance of required duties.

Training and Experience

1. Possession and maintenance of a valid and appropriate teaching credential.
2. Possession and maintenance of a valid California Administrative Credential desirable.
3. Possession and maintenance of a valid First Aid and Cardio-Pulmonary Resuscitation (CPR) certificate.
4. Successful coaching experience at the varsity level.

REPORTS TO: Assigned administrator

SUPERVISES: All coaches and assigned clerical staff

JOB GOAL: To provide each enrolled student of secondary school age an opportunity to participate in an extra-curricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play and establish those collegiate contacts supporting future student participation. Promotes sportsmanship.

ESSENTIAL FUNCTIONS

1. Organizes and administers the overall program of extra-curricular and interscholastic athletics for the high school.
2. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Fosters good school to community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
5. Ensures all coaches, paid and voluntary, meet eligibility criteria.
6. Hires officials, team physicians, and other game management personnel as required, and assumes general responsibility for the proper supervision of home games.
7. Arranges transportation for athletic contest participants.
8. Collaborates with administration, coaches, parents, and athletes to develop a coaching handbook and athletic code of conduct.
9. Organizes and oversees the Athletic Booster Club.
10. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport.
11. Prepares and administers the athletic program budget.
12. Requisitions program supplies and equipment.
13. Supervises all ticket sales and fund-raising events of the athletic program, and assumes responsibility for proper handling of funds.
14. Arranges field and gym practice schedules.
15. Plans and supervises an annual recognition program for school athletes.
16. Knows and follows the District Mission and Core Values.
17. Deals with staff, students, and parents in a courteous manner.
18. Knows and follows safety rules and regulations for this position.
19. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Provides for the physical examination of all athletes prior to the beginning of each season.
2. Administers the insurance program covering school athletes.
3. Keeps records of the results of all senior high school athletic contests and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to twenty (20) pounds frequently, and fifty (50) pounds occasionally.
9. Able to carry up to twenty (20) pounds frequently, and fifty (50) pounds occasionally.
10. Able to push and pull objects weighing up to forty (40) pounds.
11. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
12. Able to exhibit full range of motion for shoulder abduction and adduction.
13. Able to exhibit full range of motion for elbow flexion and extension.
14. Able to exhibit full range of motion for shoulder extension and flexion.
15. Able to exhibit full range of motion for back lateral flexion.
16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.
18. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

TERMS OF EMPLOYMENT: 210 work days
Twelve-month work year

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Certificated Teachers. The assigned administrator will give the evaluation.

Approved by: Board of Education Date: January 14, 1999

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**