

**CARMEL UNIFIED SCHOOL DISTRICT
ATHLETIC DIRECTOR**

POSITION: ATHLETIC DIRECTOR

SALARY: ATHLETIC DIRECTOR SALARY SCHEDULE

WORK YEAR: 200 DAYS

A. PRIMARY FUNCTION

Under the general supervision of the Site Principal, the Athletic Director is responsible for managing and overseeing all aspects of the school site's interscholastic athletic program, including adherence to all local, state and federal laws, district directives and Board Policy. The Athletic Director shall recognize that the purpose of athletics is to promote the academic, physical, moral, and emotional well-being of the individual athlete.

The Athletic Director is to be an exemplary role model for the athletes, coaches, school community, and District, and shall show a commitment to holding all students and adults associated with the program to high standards.

B. ESSENTIAL FUNCTION/EXAMPLES OF DUTIES

1. Coaching and Volunteer Staff:
 - a. Responsible for all matters related to staff, including but not limited to recruiting and hiring processes, supervision, evaluation, assignment, and discipline
 - b. Prior to allowing volunteer and paid coaching staff to work with students, ensure they have complete the following requirements:
 - i. DOJ/FBI background checks
 - ii. TB Risk Assessment or skin test
 - iii. All required trainings (currently): CPR, First Aid, Concussion Protocols, Mandated Reporter, Sportsmanship, CIF-Fundamentals of Coaching, Sudden Cardiac Arrest, Blood Borne Pathogen, Heat Illness, and for water sports, Lifeguard Certification.
 - c. Create and maintain a current Coaches' Handbook. Review the handbook and coach expectations with each coach at least annually
 - d. Train coaches to use discretion and positive coaching techniques when providing constructive feedback
 - e. Ensure that the coaching feedback system is implemented with fidelity
2. Compliance: adhere to the policies, procedures, rules and regulations of the District, the league in which the District participates, the California Interscholastic Federation and the standards of ethical conduct for interscholastic athletic team programs.
3. Fiscal:
 - a. Responsible for the development, implementation and management of operating budgets across teams within the athletic program
 - b. Responsible for accurate accounting of all funds in accordance with district guidelines.
 - c. Oversight of the athletic budget, including equipment / uniform inventories and purchases for teams.
 - d. Oversight of all ticket sales at all athletic events.
4. Communication:
 - a. Consult with the Site Principal regularly regarding coaching performance issues, athletic release time, and all challenges and opportunities within the athletic program.
 - b. Disseminate all California Interscholastic Federation, league, school, and District rules and regulations; provide clear expectations and ensure compliance.
 - c. Act as a liaison between coaches and athletic booster organizations, providing input to athletic booster organizations about program needs.
 - d. Consistently communicate in a professional and respectful manner, and hold others to the same standard.
 - e. Clearly communicate requirements and expectations for education, certification, professional development and performance of coaches.

- f. Develop and maintain a positive relationship with students, parents, community members, and the media. Provide timely information to the media as needed.
 - g. Represent the school and athletic department at league, C.I.F., parent, and other meetings related to the athletic program.
 - h. Conduct coach and parent meetings prior to the beginning of each sports season.
5. Management:
- a. Coordinate use of shared facilities by teams for practices and games.
 - b. Prepare team schedules for each sport in coordination with the head coaches
 - c. Secure officials and other necessary personnel for athletic contests
 - d. In coordination with site administration and coaching staff, provide for the proper supervision of athletes during practice, in the locker room, at contests, and on trips
 - e. In conjunction with head coaches, coordinate end-of-season awards ceremonies for each sport/team, and maintain a complete record of students receiving awards
 - f. Arrange for physical examinations of all student athletes; Coordinate services for team doctor and/or athletic training for sporting events
 - g. Coordinate insurance protection for athletes as necessary
6. Eligibility:
- a. Verify that each athlete has submitted a completed and current form of the required athletic packet.
 - b. Verify student eligibility in each sport according to physical and academic requirements.
 - c. Notify all athletes and coaches regarding student eligibility based on District policy and league requirements, maintaining a list of athletes from each sport for eligibility purposes.
7. Travel:
- a. Consult with the transportation supervisor to schedule all athletic team departure times.
 - b. Ensure all volunteer drivers have current Transportation and Insurance forms on file.
 - c. Coordinate travel arrangements, expenditures, and overnight accommodations for players, teams and coaches as needed.
8. Other duties as assigned.
- C. QUALIFICATIONS
- 1. Successful experiences as an athletic coach.
 - 2. Knowledge of the rules and regulations of the sports, policies and practices of the District, the league in which the District participates, and the California Interscholastic Federation as well as the standards of ethical conduct for interscholastic athletic team programs.
 - 3. Ability to effectively work with and maintain positive relationships with students, parents, guardians, colleagues, administrators, booster groups, foundations, and community organizations.
 - 4. Ability to organize, support, direct, and motivate students and coaches to achieve personal and team success.
 - 5. Proven record of placing a high emphasis on good sportsmanship, academic excellence, positive attitude and character.
 - 6. Ability to successfully promote experiences for athletes to qualify under the National Collegiate Athletic Association standards for post-secondary scholarship opportunities.
 - 7. Training in the care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures as evidenced by:
 - a. Completion of a college-level course in the care and prevention of athletic injuries; or
 - b. A valid sports injury certificate; or
 - c. A valid Emergency Medical Technical I or II card; or
 - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association; or
 - e. Possession of valid CPR and first aid cards, and practical experience under the supervision of an athletic coach or trainer, with experience assisting team athletic training and conditioning.

8. Training and/or experience in coaching theory and techniques in the sports being coached, as evidence by one or more of the following:
 - a. Completion of a college course in coaching theory and techniques; or
 - b. Completion of in-service programs arranged by a school district or a county office of education; or
 - c. Experience coaching in community athletic programs; or
 - d. Participation in organized competitive athletics at high school level or above.
9. Knowledge of adolescent psychology as it relates to participation in athletics as evidence by one or more of the following:
 - a. Completion of college-level course in adolescent or sports psychology; or
 - b. Completion of a seminar or workshop on human growth and development of youth.

D. REQUIREMENTS

- a. Ability to clear a DOJ/FBI background check
- b. Possession of valid First Aid and CPR Certificates
- c. Possession of a valid California Driver's License, proof of current auto insurance coverage, and ability to drive school vans with students to events
- d. Possession of a personal vehicle in good working conditions to travel between sites
- e. Ability to pass all trainings required of coaches and volunteers
- f. Desired: Possession of a Bachelor's Degree in a health related field and NATA Certified

E. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements: Ability to:

1. Sit, stand, and circulate for extended periods of time.
2. Bend, stoop, squat, kneel, push, pull, climb stairs, and twist.
3. Grasp and manipulate materials, equipment/supplies, and frequently complete repetitive hand movements within close reach such as files, keyboard, and/or writing.
4. Lift, carry, push, pull up to 25 lbs. on a regular basis and up to 50 lbs. occasionally.
5. Reach in all directions.
6. See for purposes of reading correspondence, documents and other printed matter and to observe students.
7. Hear and understand speech at normal levels in person and/or on the telephone.
8. Communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.

F. WORKING CONDITIONS

Office environment, as well as indoor/outdoor athletic venues subject to sitting and standing for long periods of time; bending, crouching, kneeling to assist students from ground level to 5.5 feet above the ground; pushing/pulling; reaching in all directions and working at a computer and/or telephone. Must meet deadlines with severe time constraints in a professional manner; Work involves irregular, extended hours; Work includes high level of responsibility for the safety, well-being or work output of other people.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Carmel Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.