CLASS SPECIFICATIONS FOR THE
ATHLETIC DIRECTOR

DEFINITION

Under the direction of the school site principal, and in cooperation with the staff of the department, he/she plans, coordinates and evaluates the athletic program; and serves as a classroom teacher.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Ensure that each varsity coach maintain an accurate inventory of equipment and materials, and file such an inventory with the principal at the conclusion of each season.

2. Responsible for the development of a schedule of varsity and junior varsity and freshmen events, and in the absence of the coach prepares a schedule.

3. Responsible for securing officials for all home events, and assists in the coordination of transportation for all away events.

4. Responsible for the orientation of all coaches regarding site and district policies, procedures and expectations; and ensures that all coaches comply with CIF Rules and procedures.

5. Works closely with the coaches and the school nurse to schedule athletic physicals and processes necessary forms.

6. Serves as a liaison between the athletic booster groups, coaches and site administration.

7. Works closely with the staff and site administration to develop and enforce an athletic/academic code of conduct which is consistent with the goals of the staff, administration and the district.

8. Other activities determined by the department which are necessary to fulfill the duties of the position.

9. Responsible for development and oversight of Athletic Department budget.

WORK SCHEDULE AND SALARY

An Athletic Director serves on the days schools are in session plus required non-teaching service days, and is placed on the teachers’ salary schedule according to his/her training and experience.