

**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.