

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Elementary Middle School Athletics	<b>CLASSIFICATION:</b>	Certificated Management (UPE)
<b>SERIES:</b>	Coordinator I	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9905	<b>WORK YEAR:</b>	211 Days
<b>DEPARTMENT:</b>	Equity Access and Excellence	<b>SALARY:</b>	Range 20 Salary Schedule B7
<b>REPORTS TO:</b>	Assigned Supervisor	<b>CABINET APPROVAL:</b>	9-24-2024
		<b>HR APPROVAL:</b>	9-19-2024
		<b>BOARD APPROVAL:</b>	10-24-2024

**BASIC FUNCTION:**

Under the direction of the District Athletics Coordinator, this position has the responsibility for the overall administration of all aspects of the Elementary and Middle School after school sports programs. Basic Functions include planning, organizing, controlling and coordinating all district wide Elem/MS athletic programs and activities for schools in conjunction with the Expanded Learning Opportunity Program. Serve as a district liaison between administrators, personnel, parents, students, outside agencies, and the Youth Development Support Services Department regarding Elem/MS sports.

The primary focus will be that of mentorship, on campus recruitment, game management, and coordination of the overall Elementary/Middle School Athletics program, where the total development of the student-athlete is the highest priority.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Serve as a liaison between administrators, personnel, parents, students, and outside agencies; respond to inquiries and provide information concerning district Elem/MS athletics activities and programs; resolve issues and conflicts and exchange information; model district standards of ethics and professionalism. **E**

Assist in the development and preparation of the annual departmental budget; assist in directing the forecast of funds needed for staffing, equipment, and materials; assist in the preparation of related bids; monitor and authorize expenditures in accordance with established limitations, assure program funding and evaluate funding resources. **E**

Organize, coordinate, and promote an interscholastic athletic program that is an integral part of the total educational program. **E**

Collaborate with Human Resources regarding recruitment, job postings, and position descriptions regarding coaching vacancies and staffing in Elem/MS sports. **E**

Assume responsibility for the collection, organization, and submission of all information and documents to HR verifying that coaches have met all pre-employment requirements. **E**

Assist in the development of above requirements for Elem/MS Coaches. **E**

Participate in the planning, operation and evaluation of summer athletic programs in cooperation with ELOP. **E**

The Athletic Coordinator will support Elem/MS site leaders, athletic directors, coaches, and student-athletes; develop league competition schedules - including facilities, equipment, coordination of officials, season record keeping, postseason tournament, awards, manage operating budget - stipends, equipment, personnel, field prep liaison among coaches, site AD, site admin, district AD, District Communications Department, and/or Facility improvement/Maintenance personnel. **E**

Organize, plan, coordinate pre-season coaches meetings, quarterly Site AD/Admin meetings. **E**

Develop sport season calendars. **E**

Evaluate Elementary/Middle School athletic program needs, make recommendations and implement appropriate changes. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Experience as an administrator, athletic director, coach, or other sport related field. Experience building, facilitating, and leading high functioning adult teams is preferred. Bachelor's degree from an accredited university in athletic administration, physical education, school administration, sports management, or related field. Experience coordinating comprehensive program activities in a school/academic setting is preferred. Knowledge and experience working in the school or surrounding community is preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California teaching credential and Administrative Services Credential. Valid California Driver's License and proof of insurance. Current CPR certification. Current First Aid certification. Current Concussion in Sports certification. NFHS Fundamentals of Coaching certificate.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Pre-employment, training, and certification requirements to ensure legal compliance.
- Budget preparation and control
- CA Education Code, Board Policies and Regulations, and Administrative Regulations
- Current applicable laws, codes, regulations, policies, and procedures.
- School district organization, operations, policies, and objectives.
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills
- Principles and practices of management, supervision, and training
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

#### **ABILITY TO:**

- Develop and maintain a comprehensive athletic program for Elementary and Middle Schools.
- Ensure legal compliance related to pre-employment, training, and certification requirements.

- Develop standards, procedures, and manuals for athletic programs.
- Manage multiple priorities simultaneously with highly developed organizational skills and attention to detail.
- Establish and maintain effective working relationships with staff, parents, and the public.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Plan and organize work to meet schedules and deadlines.
- Prioritize and schedule work to meet schedules and timelines.
- Prepare comprehensive narrative, statistical, and fiscal/budget reports.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Outdoor and office environment; K-12 school campuses; and drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects. Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions; and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information; see to read and assure accuracy of records and reports.

**SAMPLE HAZARDS:**

Contact with dissatisfied, hostile individuals; may risk exposure to communicable diseases, home environments that are not clean or safe, and personal safety hazards.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District offered plans.