

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Coordinator, District Athletics	CLASSIFICATION:	Non-Represented Management (Certificated/Classified)
SERIES:	Coordinator II	FLSA:	Exempt
JOB CLASS CODE:	3420	WORK YEAR:	12 Months
DEPARTMENT:	Accountability Office	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Chief Accountability Officer	HR APPROVAL:	09-10-2010
		HR REVISION:	

BASIC FUNCTION:

Plan, organize, control, and coordinate all districtwide athletic programs and activities for secondary schools, as well as utilization of all district facilities by the community; plan, organize, coordinate, and implement all required training and certification to ensure legal compliance and California Interscholastic Federation (CIF) compliance of all managers, coaches, athletic directors, and other personnel in the district; serve as a district liaison between administrators, personnel, parents, students, and outside agencies.

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 principle job elements.)

Develop and maintain a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity and diversity of every student athlete. **E**

Develop standards, procedures, and manuals for districtwide athletic programs for secondary schools including athletic training, athletic rules and regulations, recordkeeping protocols, risk management procedures, security, and staff development opportunities. **E**

Organize, coordinate, and promote an interscholastic athletic program that is an integral part of the total educational program; coordinate athletic camps on district facilities and security at athletic events. **E**

Plan, organize, and coordinate districtwide training of all managers, coaches, athletic directors, and personnel relative to Student Body accounting procedures/policies pursuant to district protocols and as outlined in the California Association of School Business Officials (CASBO). **E**

Plan, organize, and coordinate districtwide training of all managers, coaches, athletic directors, and personnel under the joint auspices of Sacramento City Unified School District and CIF. **E**

Act impartially in the implementation of basic policies and in the interpretation of the conference, local, and state rules and regulations. **E**

Assist with recruitment, job postings, and position descriptions surrounding coaching vacancies and staffing; assume responsibility for the collection, organization, and submission of all information and documents to Human Resource Services verifying that coaches and managers have met all pre-employment prerequisites, specifically Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint clearance, CPR/First Aid Training, CIF Certification, and Activity Supervisor Clearance Certificate (ASCC) for non-certificated candidates, as required by AB 346. **E**

Develop and implement long and short-term plans and activities designed to enhance assigned athletic programs and services, and assure an economical, safe, and efficient work environment. **E**

Promote high standards of ethics, sportsmanship, and personal conduct by encouraging administrators, coaches, staff, student athletes, and the community to commit to these high standards. **E**

Provide technical assistance and support in interscholastic athletics for secondary schools; work closely with school athletic directors and central office staff in administrating interscholastic policies and procedures within the confines of national, state, and local regulations. **E**

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

Direct the preparation and maintenance of a variety of data, reports, records, and files related to student eligibility, assigned activities, and personnel. **E**

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

Oversee intra-district student athlete transfers to assure compliance with established rules and regulations; process related applications. **E**

Improve the professional status and effectiveness of the position through participation in local, state, and national in-service programs; coordinate and participate in meetings and conferences; organize and conduct training sessions for athletic personnel. **E**

Work with district staff to develop and coordinate recreation activities and outdoor experiences for a diverse group of students. **E**

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. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree and experience as an athletic administrator, athletic director, coach, or related sports field required. Minimum three years direct experience in school, community, or university athletic programs, including three years of administrative responsibility. Master's degree preferred in athletic administration, physical education, school administration, sports management, or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Clear Teaching Credential or Administrative Services Credential preferred. Preference will be given for active participation in local and/or state CIF.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Interscholastic athletic programs.

California Interscholastic Federation (CIF).
 Pre-employment, training, and certification requirements to ensure legal compliance.
 Conference, local, and state rules and regulations.
 Budget preparation and control.
 California 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 secondary schools.
 Ensure legal compliance related to pre-employment, training, and certification requirements.
 Interpret conference, local, and state rules and regulations.
 Develop standards, procedures, and manuals for athletic programs.
 Manage multiple priorities simultaneously with high 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.
 Supervise and evaluate the performance of assigned staff.
 Operate a computer and related software.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Outside and office environment; 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 monitor various activities, read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date