

DIRECTOR OF ATHLETICS

DEFINITION

Under the supervision of the high school principal or designee, the Director of Athletics coordinates the details of the entire athletic program.

EXAMPLE OF DUTIES and RESPONSIBILITIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

1. Maintains and coordinates a master calendar of all athletic events.
2. Completes contracts for all athletic events, and coordinates transportation to away events. This duty includes communicating a release time and travel calendar to all staff.
3. Prepares and delivers officials' checks.
4. Meets opposing team coaches, directs visiting teams and fans, and coordinates hospitality for officials.
5. Acts as event manager and assists with crowd supervision at athletic events.
6. Prepares written guidelines commensurate with CIF and district policies and regulations and disseminates this information to coaches and others.
7. Works directly with the principal in the hiring, training, evaluation, and dismissal of head coaches.
8. Recommends coaching assignments to the principal for Board of Education approval.
9. Conducts regular (no less than monthly) coaches meeting to provide training, and to disseminate information such as their responsibilities in relation to emergency procedures, insurance rosters, parent permission slips and eligibility lists, and written guidelines to all coaches regarding their responsibilities to properly supervise at all times within locker rooms and other facilities during athletic events.
10. Works directly with head coaches in the evaluation of assistant coaches.
11. Conducts exit meetings with head coaching staff after every season.
12. Responsible for budgeting and ordering requests for athletic equipment.
13. Determines and maintains student athlete eligibility (CIF, academic, residence, transfer, and physical clearances).
14. Periodically inspects athletic facilities and initiates work orders for maintenance repairs and improvements. Works with principal and the district before allowing any upgrades or improvements to athletic facilities.
15. Maintains and updates the coaches' handbook.
16. Coordinates and assists administration in arranging for ticket sales and cash receipts.
17. Makes requests to Maintenance to ready areas of competition such as inspecting scoreboards and lighting and sound systems.
18. Arranges for auxiliary personnel needed for any athletic activities.

19. Assists activities coordinator in scheduling banquets, to include the preparation of certificates and awards.
20. Manages the all awards and hall of fame programs.
21. Collaborates with the Director of Maintenance and Operations to coordinate groundskeeper activities.
22. Maintains inventory lists of all equipment.
23. Coordinates preparation necessary for requests for cleaning and repair of athletic equipment.
24. Attends League meetings with principal or his/her designee. This duty includes communicating the agenda items back to the head coaches.
25. Provides for and arranges for training in accordance with Education Code for walk-on and certificated coaches.
26. Serves as a liaison to the Manhattan Beach Athletic Foundation and all School Connected Organizations at Mira Costa High School.
27. Perform other related duties as assigned.

REPORTS TO: The High School Principal

MINIMUM QUALIFICATIONS

Knowledge of:

- Requires knowledge of Title IX, California Education Code, and School District Policy.
- Requires knowledge of California Interscholastic Federation (CIF) Rules and Regulations.
- Basic first aid and the prevention of athletic injuries.

Ability to:

- Understand and attend to many details related to interscholastic athletics.
- Maintain confidentiality related to student and staff issues.
- Understand and uphold fiscal responsibilities in the area of school budget as it relates to student athletics.
- Follow all rules and regulations of the CIF, including preparing eligibility lists, submitting schedules, dues, team records, and other documents that pertain to CIF.
- Follow all school rules and regulations and school board policy.
- Communicate and enforce that all high school athletes will be supervised at all times.
- Work with principal in resolving problems of discipline concerning athletes.

EXPERIENCE

At least two years of teaching experience at the secondary level; high school athletic coaching experience required.

EDUCATION

Bachelor's Degree from an accredited college with preparation in administration desirable

Licenses, Certificate, Special Requirements:

- Possess a valid California teaching credential; Physical Education credential is strongly preferred
- Certified in CPR and First Aid
- Knowledge of prevention of athletic injuries
- Valid Class C California Driver’s License

TRAINING AND EXPERIENCE: Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
Vision: (which can be corrected) Read small print See small object at a distance of 25’ Walk over uneven terrain Use peripheral vision	To perform tasks such as to: Maintain accurate records Retrieve equipment Perform duties on courts and fields Supervise students
Hearing: (which can be corrected) Hear sounds which warn of potential danger Have tolerance to be exposed to noisy conditions	To perform tasks such as to: Responds to emergency situations Supervise groups of students
Speech: Speak with a level of proficiency and volume to be understood in face-to-face public contacts Speak with a level of proficiency and volume to be understood in conditions of high noise level	To perform tasks such as to: Discipline students Guide student activities

<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward; use hands and arms to lift objects</p> <p>Turn, raise, and lower head</p> <p>Twist and bend at torso</p>	<p>To perform tasks such as to:</p> <p>Lead and participate in games</p> <p>Store and retrieve equipment</p> <p>Supervise students</p> <p>Participate in games</p>
<p>Lower Body Mobility:</p> <p>Bend at waist, crawl, stoop</p> <p>Stand for prolonged periods of 50 minutes</p> <p>Step over objects</p>	<p>To perform tasks such as to:</p> <p>Participate in games and sports</p> <p>Supervise students</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 30 pounds on a frequent basis</p>	<p>To perform tasks such as to:</p> <p>Set up equipment</p>
<p>Stamina:</p> <p>Run quickly for brief spurts and participate in rigorous exercise</p>	<p>To perform tasks such as to:</p> <p>Participate in activities</p>
<p>Environmental Requirements:</p> <p>Constant work interruptions and high noise level</p> <p>Exposure to sun and wind without effective protection, work around dirt/dust, and work outside</p> <p>Work cooperatively with others</p>	<p>To perform tasks such as to:</p> <p>Supervise students</p> <p>Supervise outdoor activities</p> <p>Plan and coordinate athletic events / activities</p>
<p>Mental Requirements:</p> <p>Read and write at average or above level essential for successful job performance</p> <p>Math skills at average or above level</p> <p>Coordinating</p>	<p>To perform tasks such as to:</p> <p>Maintain detailed records</p> <p>Maintain equipment inventory</p> <p>Plan competitions and other events with coaches</p>

Judgment	Avoid hazards to safety;
Process information quickly and make quick decisions	Assist coaches and students with activities
Listen	Work safely and effectively with staff and students
Demonstrate	Understand questions and concerns of students
Give verbal/written instructions	Model techniques for student athletes
	Supervise and discipline students

Adopted: 5/28/99

Revised: 4/12/12