

DIRECTOR OF ATHLETICS - HIGH SCHOOL

General

The Director of Athletics, supervised by the high school principal, shall be responsible for the promotion and the operation of the total athletic program of the school. The director will coordinate functions which relate to all interscholastic athletics at the high school level and represent RHS, the District and community in a professional manner. Other tasks and projects may be assigned by the principal.

Essential Responsibilities

1. Be responsible for coordination of all athletic practices and equitable use of facilities for boys and girls;
2. The athletic director and the principal will evaluate all head varsity personnel;
3. Coordinate the evaluation of all assistant coaches;
4. Advise the principal in matters relating to school athletic procedures;
5. Assist all coaching staff in the enforcement of policies and regulations pertaining to athletics;
6. Plan and direct a program for the recruitment, selection and recommendation of the best qualified personnel for coaching positions;
7. Orientation of all coaches in school, District, league and C.I.F. policies and rules;
8. Represent the school at league and other meetings regarding athletics;
9. Represent the school at league tournaments/meets and other tournaments hosted by Reedley High;
10. Meet visiting teams and officials and extend to them the hospitality of the school;
11. Attend most of the major sports home contests, and attend some home contests in each of the remaining sports;
12. Provide information for press releases regarding all major athletic contests;
13. Assist coaches in the preparation and distribution of schedules for all competitive sports and submit schedules of all home contests and tournaments to C.I.F. for certification;
14. Plan all home contests and rescheduled contests, including arrangements for facilities, programs, officials, times, and other personnel as needed;
15. Arrange transportation for all away contests, late bus schedules for athletes, and all other transportation as needed for athletes;
16. Assist administration in scheduling of all athletic fields, gyms and equipment;
17. Determine eligibility of athletes in accordance with C.I.F.. and District eligibility requirements;
18. Supervise the care and maintenance of athletic equipment and facilities;
19. Supervise and evaluate the athletic trainer and submit proper written reports when injuries occur, either in practice or during a game;
20. Assist principal's office during the summer as needed to facilitate next year's athletic program;
21. Prepare the annual budget and develop equipment specifications for bids;
22. Work with appropriate community organizations to foster the development of athletic feeder programs that will enhance the athletic opportunities for the students in KCUSD;
23. Assist head coaches in planning activities that encourage the development of an articulated feeder program in grades K-12;
24. Serve as a member of the KCUSD Elementary Athletic Commission; and
25. Responsible for seeing that the school and District Athletic Philosophy is implemented throughout the high school athletic program.

Qualifications

1. Regular teacher credential;
2. Administrative credential desired;
3. Ability to make decisions;
4. Ability to relate well to staff, students and parents;
5. A true interest in the welfare of the athletic program; and
6. Competent in public relations.

Experience

Five years of teaching experience; Minimum three years of varsity coaching experience at the high school level.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to: regularly stand, walk, and talk or hear; frequently use hands to finger, handle, or feel and reach with hands and arms; occasionally climb, balance, stoop, kneel, crouch, run, throw, catch, bend, crawl, squat, twist, tumble, swing, stretch, push, pull, reach, grasp, etc., in a repetitive manner for periods of

time, possibly as long as 20-30 minutes; be able to demonstrate athletic movement and sports skills and participate in sports activities with moderate to extensive levels of physical stress; occasionally lift and/or move up to 100 pounds; frequently interact with the public and other staff; and occasionally work extended hours. Specific abilities include distance vision, peripheral vision, the ability to hear conversations in quiet and noisy environments, and the ability to speak clearly in order to exchange information. Some driving is necessary.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is often exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud. The employee is required to interact occasionally with dissatisfied or abusive individuals. The employee is directly responsible for the safety, well-being and work output of students. The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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