

FALLBROOK UNION HIGH SCHOOL DISTRICT
ATHLETIC DIRECTOR
Position Description

DEFINITION

Supervises the overall athletic program.

EXAMPLE OF DUTIES

1. Budget

Establish with District an athletic department budget: develop/manage budget allocation to programs; order needed supplies, equipment, uniforms; and maintain inventory schedules for uniforms and equipment replacement.

2. Scheduling

Schedule all athletic contests; submit transportation request; secure officials as needed; schedule facilities use; development playoff schedules; and schedule make-up contests.

3. Boosters' Club

Attend all meetings and functions for the Boosters' Club; prepare requests for funds; keep records of funds allocated; and serve as liaison between coaches and Booster Club.

4. Conduct Coaches Meetings

Provide leadership to coaches; coordinate Fallbrook High School athletic philosophy; address problems and concerns of staff; select award winners; and implement needed clinic to certify 1st aide and CPR coaches' compliance.

5. League and C.I. F. Responsibilities

Attend Athletic Director and principals conference meetings; supervise and conduct league coaches' meetings; provide coaches with minutes of all meetings; and host league meeting and league tournaments as required.

6. Athletic Awards (Records)

Submit data to San Diego Tribune Academic teams (after each sport and season); select recipients of scholarships and department honors (end of year); and select recipients of C.I. F. Scholar Athlete awards.

7. Student Eligibility Responsibilities

Maintains 2.0 probation waiver; Warriors Pledge records; suspensions and reinstatement hearings records; roster and drop lists/ineligible list and clearance cards

8. Selection of Coaching Staff

Advertise; recruit and interview as needed; certify on-site and walk-on coaches; assure compliance with district employment policies and procedures; develop a Coaches' Handbook of Policies and Philosophy; maintain records of years of experience; assignment and placement on pay scale and provide in-service training for coaches (rules, regulations, conduct, etc.)

9. Media

Submit press releases weekly; phone in scores – information as requested; provide access to contest – especial during football and all playoffs; keep coaches' home phone numbers for reporters and submit bulletin announcements.

10. Supervise

Night and afternoon athletic events as required.

11. Other Duties

Evaluate Head Caches; maintain program focus and attend sports awards nights.

12. Athletic Facilities

Coordinate all facility use request from outside organizations in community and coordinate with ground keeping personnel for field and gym upkeep and maintenance

QUALIFICATIONS

Current Valid CA Credential

Knowledge:

Skills:

Ability:

Working Conditions: Office environment/classroom/outdoor

Supervisor: Assistant Principal or Designee

Work Calendar: 7.5 Hours per day 183 Days 9.5 Months per year

Salary/Wage: Based on years of experience and number of units post BA (FUHSD website HR/Forms). 10% Stipend Based on Extra Pay Schedule (pg 48 Certificated Contract)

Exempt *Non Exempt*

Adopted: 5/28/2005

Schedule: *Varies*

Revised:

