

**Position:** Athletic Director**Salary Schedule:** Certificated  
(with factor if days extend beyond 184)**Responsible to:** Site Principal

---

**Summary:**

Provide for overall leadership and coordination among the various sports to facilitate programs that provide students worthwhile learning experiences.

**Essential Duties:**

- Supervise all coaches and insure that they are properly certified to work with student-athletes.
- Hold regular meetings with coaches.
- Schedule all athletic contests, practice times, and locations.
- Hire all officials and support personnel for home contests.
- Arrange, authorize and present payment to officials and support personnel.
- Insure that all coaches follow the letter, spirit and intent of CIF's "Pursuing Victory with Honor" (A Commitment to Developing Student-Athletes of Character).
- Coordinate the award system including, but not limited to, ordering materials.
- Keep a file of student physicals and parental approval of the athletic code, notifying the necessary coaches and administrators of any deficiencies.
- Coordinate student eligibility, notifying coaches of ineligible players.
- Supervise issuance and care of all athletic equipment:
  - a) maintain perpetual inventory of all equipment;
  - b) see that each coach keeps a record of their equipment, records of to whom equipment is issued, marks the equipment properly, and repairs/cleans/replaces as needed; and
  - c) see that equipment is properly stored/maintained in the off-season.
- Keep track of each sport's win-loss record, letter earners, and individual record holders.
- See that fields, gyms, equipment, and clocks are ready for games.
- Determine the ability to hold a contest with respect to weather.
- See that athletic facilities are properly cleaned, maintained and repaired.
- Work with the Transportation Director to arrange transportation to away contests.
- Coordinate the use of all athletic facilities for practices, games, etc.
- Work with outside organization(s) to provide additional materials for all teams.
- Work with the principal to help prepare all reports regarding eligibility, tournament entries, and transfer forms.
- Coordinate the purchase of athletic equipment and supplies with the coaching staff.
- Forward accident reports after consultation with the coach, athlete, and/or parent to the principal.
- Advise the administration of any athletic problems.
- Advise and work with coaches to help strengthen coaching deficiencies.
- Any other duties that the principal feels are necessary to the success of the School's Athletic Department.

**Ability to:**

- Knowledgeable about interscholastic athletic programs and regulations
- Demonstrate managerial and organizational skills.
- Rare exposure to volatile situations involving students and/or parents .
- School and office environment, subject to frequent interruptions.
- Occasional exposure to blood-borne pathogens and body fluids from injured or ill students.

**Physical Requirements:**

- Communicate clearly and concisely with parents, students, administrators, site staff, and District and community agency representatives in person and by telephone.
- Continuous use of hand-eye coordination and manipulation of large and small objects.
- Frequent standing, walking, and sitting.
- Frequent lifting of objects weighing up to ten (10) pounds.
- Occasional bending, twisting, reaching, and stretching.
- Occasional climbing, kneeling, crouching, and squatting.
- Requires the ability to hear at close proximity (up to five feet) and at a distance (up to twenty feet); clarity of vision at varying distances; and verbal and written communication in an articulate manner.

**Education / Credential(s) and/or Other Licensure(s):**

- Valid teaching credential.
- Administrative credential preferred.
- Previous experience as a coach is required.
- A valid California Driver's License.
- First Aid / CPR Certification.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire.

***The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodations.***

Job Description  
Adopted: 08/01/92  
Revised: 06/01/06  
Revised 6/11/08

SIERRA UNIFIED SCHOOL DISTRICT  
Prather, California