

**RIVER DELTA UNIFIED SCHOOL DISTRICT  
ATHLETIC DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To assist the Principal in all areas of responsibility involving athletics including budget, transportation, personnel activities related to coaches, preseason and regular scheduling, league section activities; to assist in coordinating relevant activities with the District Office; and to provide highly responsible and complex support to the Principal.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Principal.

Exercises direct supervision over coaching staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Work with coaches in scheduling and rescheduling as necessary preseason and regular season contests in all sports offered at the school, and work with coaches to coordinate all sports, practices and other facilities use.
2. Work with coaches to arrange transportation for all away contests. Ensure that parent drivers are satisfactorily documented. Provide athletic schedules to carriers. Monitor billing to insure a match between billing and service.
3. Coordinate statisticians and timekeepers for home contests, monitor payment of referees, and work with school custodial staff to insure proper setups for all contests.
4. Manage the athletic budget for all sports, including allocation and expenditures.
5. Annually update the coaches' handbook. Meet with coaches prior to each session of sport to review the handbook, procedures and policies and CIF guidelines.
6. Coordinate all personnel functions related to coaching including completion of PAFs, interviewing, checklist and form completion. Evaluate coaches in writing and conferences with them at the end of each season of sport, and forward evaluations to the Principal.
7. Attend league playoff, seeding, section and realignment meetings, and regularly represent the school at athletic-related events.
8. Attend and report at Booster Club meetings.
9. Coordinate or assist with special events such as athletic desserts or award ceremonies.

10. Assist in the development and implementation of special programs at the site such as fields and facilities upgrades, athletic contracts, quarterly student eligibility, and any other programs which the site may determine are appropriate to support athletics at the school.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Boys and girls' athletics at the high school level.  
Coaching techniques and strategies.  
Principles and practices of program development and administration.  
Principles and practices of budget development and management.  
Principles of supervision, training and evaluation.  
Pertinent CIF, section and league laws, codes and regulations.

**Ability to:**

Work with all members of the school community to support athletics positively.  
Supervise and direct students in an authoritative and consistent manner  
Select, supervise, train and evaluate staff  
Administer and allocate budgets.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new coaching methods and techniques.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain good relations with those contacted in the course of work.  
Maintain mental capacity required to make sound decisions and demonstrate good judgement.  
Give equitable treatment to all athletes regardless of level, gender or expertise in sport.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

A minimum of two years successful coaching experience at either a junior varsity or varsity level.

**Training:**

First Aid/CPR  
High School Sports

**License or Certificate:**

Current First Aid/CPR Certification  
Valid California Driver's License