

**ATHLETIC/ACTIVITIES DIRECTOR**Job Summary

Under the direction of the Principal, the Athletic/Activities Director plays a pivotal role in the planning, coordination, and administration of athletic programs and extracurricular activities within the high school setting. This position is responsible for fostering a positive and inclusive school culture through the development and oversight of athletic teams, clubs, and other student activities. The Athletic/Activities Director collaborates with school administrators, coaches, advisors, and educational partners to promote student engagement, leadership development, and personal growth through participation in diverse extracurricular opportunities.

QualificationsRequired:

- Valid California Administrative Services Credential
- Valid California Teaching Credential
- Bachelor's Degree in Education, Sports Management or a related field
- Minimum of five years of successful teaching experience
- Minimum of two years of supervisory experience

Desirable:

- Master's Degree
- Previous experience in athletic administration, coaching, or student activities coordination at a high school level
- Bilingual (English/Spanish)

Knowledge and Ability

1. Knowledge of state athletic association rules and regulations, interscholastic sports policies, and risk management practices.
2. Strong organizational, communication, and interpersonal skills, with the ability to build positive relationships with students, parents, staff, and community members.
3. Demonstrated leadership ability, including the capacity to motivate, inspire, and support coaches, advisors, and student leaders.
4. Ability to manage multiple priorities, meet deadlines, and adapt to changing circumstances in a fast-paced environment.
5. Knowledge of districts and school goals and objectives
6. Ability to display willingness to make decisions; exhibit sound and accurate judgment; supports and explains reasoning for decisions; include appropriate people in decision-making process; make timely decisions.
7. Knowledge of applicable laws, education codes, district policies, regulations and procedures.
8. Knowledge of budget preparation and control.
9. Ability to operate a computer and assigned office equipment. Proficiency in using technology tools for scheduling, record-keeping, and communication, including Microsoft Office, Google, and athletic management software.
10. Ability to drive a car and travel for athletic/activities events and meetings.

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Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Develop and implement comprehensive athletic and activities programs that align with the school's mission, values, and educational objectives.
2. Oversee the scheduling, coordination, and supervision of athletic events, competitions, practices, and facilities usage, ensuring compliance with league regulations, safety protocols, and district policies and procedures.
3. Recruit, hire, train, and evaluate coaches, advisors, and other personnel involved in athletic teams, clubs, and activities, fostering a culture of professionalism, collaboration, and excellence.
4. Coordinate student eligibility requirements, athletic physical examinations, and participation paperwork in compliance with CIF bylaws, league rules and district policies.
5. Manage the budget for athletic and activities programs, including fundraising initiatives, equipment purchases, travel expenses, and facility maintenance costs, ensuring fiscal responsibility and transparency.
6. Facilitate communication and collaboration among students, parents, coaches, advisors, school staff, and community partners to promote involvement and support for extracurricular programs.
7. Support student leadership development initiatives, including the coordination of student government, club councils, and leadership training workshops to empower students to take active roles in shaping school culture and fostering positive peer relationships.
8. Collaborate with teachers and administrators to monitor and support the academic progress, attendance, and behavior of student-athletes and participants in extracurricular activities.
9. Coordinate recognition programs, awards ceremonies, and special events to celebrate student achievements, promote school spirit, and cultivate a sense of pride in athletic and extracurricular accomplishments
10. Stay informed of current trends, best practices, and legal requirements in high school athletics, student activities, and risk management.
11. Monitors safety practices and procedures, emphasizing and reinforcing safety in all athletic areas.
12. Develop and maintain athletic and coach's handbook to assure personnel have met district and CIF certification requirements.
13. Schedules, approves schedules and secures transportation for all events, postpones or canceled events when necessary and provides timely notice to coaches, opponents, officials, school site staff and transportation.
14. Assures the preparation and maintenance of all playing fields and gymnasiums in conjunction with district maintenance department.
15. Perform other related duties as assigned.

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to manage educational programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read, with or without vision aids, laws and codes, rules and policies and other printed matter

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4. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that other may understand clearly in normal conversations, in training sessions and other meetings
7. Physical strength and agility to push, pull, twist, turn, squat, lift, bend, stoop, reach overhead and carry bulky objects of up to 40 pounds.
8. Ability to drive a car and all district vehicles.

Work Environment of this position are, but not limited to, the following:

1. Indoor and outdoor environment, including various temperatures and occasional adversity weather conditions
2. Noise level is usually moderate to loud
3. Frequent night, weekend, irregular or extended work hours
4. Required to interact occasionally with dissatisfied or abusive individuals

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Days: 199 duty days

Salary: Certificated Management-Range 3