



Irvine Unified School District

ATHLETIC DIRECTOR

DEFINITION

Under general direction, assist in the planning, development, and implementation of the policies, regulations, guidelines, and procedures pertaining to a school site interscholastic sports program; serve as a resource to administrators and interscholastic sports personnel concerning sports and recreation activities; other related functions as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plan, organize, coordinate and implement a comprehensive school site interscholastic sports program.
- Plan, organize and coordinate sports program, league scheduling, and special sports activities in accordance with District policies, regulations, and guidelines.
- Negotiate with sports league officials concerning regular season and playoff scheduling.
- Assist in the establishment of sports program operational procedures, and in the activities and functions supporting home and away games, and in sports-related special activities.
- Review, monitor, and audit the publications and materials prepared for distribution concerning athletic and activity program information.
- Plan, develop, and coordinate a yearly athletic budget including the selection of materials, equipment, and supplies used in the interscholastic sports programs.
- Assist in the recruitment, selection, and supervision of interscholastic sport coaches.
- Confer with, counsel, and advise site administrators concerning interscholastic sports programs, special project programs and activities, and attend league and CIF meetings as appropriate.
- Supervision of home athletic contests as required by league and school administration.
- Supervise the athletic clerk and coaching staff.
- Provide direction and oversight for game schedules, tournament participation, summer sports camps, transportation, assignment of officials, athletic clearance, final team rosters, and awards programs.
- Plan, organize, coordinate and implement parent athletic information nights.
- Serve as a liaison to the athletic parent booster group, attending booster meetings and assisting in raising the funds necessary to purchase equipment, uniforms, major capital projects, repairs, and coaching stipends.
- Work cooperatively with the Plant Foreman as it relates to facility maintenance, extra staffing needs, and the duties of the athletic equipment manager.

QUALIFICATION GUIDE

Knowledge of:

- Principles, goals, and objectives of public education, CIF.
- Methods, techniques, procedures, and strategies concerning the development and maintenance of an effective interscholastic sports program.
- Policies, regulations, and procedures pertaining to interscholastic sports and special project activities.
- Sports interest groups and organizations within the local community and the greater metropolitan area.
- Modern trends pertaining to interscholastic sports and physical education instructional processes and activities.
- IUSD organizational values.
- Work collaboratively with others.

Ability to:

- Provide specialized resource support and coordination of a creative and innovative sports program.
- Analyze and assess interscholastic sports program needs, and offer recommendations pertaining to program activity revisions, additions, or deletions.
- Participate in the evaluation of the District interscholastic sports and special project programs and activities.
- Understand and carry out oral and written directions with minimal accountability controls.
- Communicate effectively orally and in writing.
- Establish and maintain effective organization, community, and public relationships.

Experience:

Two years of experience as a high school coach, in addition to two years of successful teaching experience at the secondary level.

Education:

An earned baccalaureate or higher degree from an accredited college or university. A valid California teaching credential authorizing service as a secondary level teacher; A valid First Aid Certificate from the American Red Cross, including CPR training.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; talk or hear; reach with hands and arms; and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 occasionally works in outdoor weather conditions.

The noise level in the work environment is usually moderate.

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