

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE: Athletic Director

SALARY PLACEMENT: Certificated Salary Schedule

SUMMARY:

The Athletic Director coordinates and implements the athletic program at the high school level in compliance with the California Interscholastic (CIF), Athletic League/Conference, California Education Code, Rocklin Unified School District Board Policies and Administrative Regulations, and school handbook policies and requirements.

SUPERVISOR:

The Athletic Director works under the immediate supervision and direction of the Principal and/or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Principal/designee in management and oversight of the entire athletic program and department to ensure quality competition and sportsmanship for and in athletes.
- Adhere to the California Education Code, Title V, and carry out Board Policies and Administrative Regulations.
- Assist in the selection, observation, evaluation and support of the coaching staff.
- Coordinate the scheduling of athletic events in accordance with CIF and League regulations.
- Assist in the responsibility for recommending athletic budgets and purchase of supplies and equipment.
- Assist in the requisitioning, issuing, and maintaining an inventory of athletic equipment as well as responsibility for the care of athletic facilities.
- Coordinate and budget the transportation for all athletic programs.
- Responsible for certification of coaching staff and walk-on coaches in accordance with State/District guidelines.
- Maintains excellent working relationships with educational partners, feeder schools, athletic booster groups, etc; when necessary, helps with the creation of new or additional support groups for specific teams and participates in fundraising, letters of recommendation, press-box, awards, etc.
- Respond to parent questions and concerns as appropriate.
- Assume the responsibility for the supervision, safety and welfare of students.
- Perform other athletic department related duties as assigned by the Principal/designee.

KNOWLEDGE OF:

- Title IX
- California Interscholastic (CIF) regulations and policies
- Athletic League regulations and policies
- California Education Code rules and regulations as they pertain to athletics
- Rocklin Unified School District Board Policies and Administrative Regulations that pertain to athletics
- School student-athlete handbook

ABILITY TO:

- Abide by professional ethics standards established by Board Policy.
- Manage student-athletes and coaches.

- Organize, coordinate and plan multiple athletic programs.
- Ability to create, execute, and implement budgets.
- Maintain punctuality for all prescribed functions.
- Effectively communicate verbally and in writing.

EDUCATION:

- Bachelor's Degree
- Master's degree in athletic administration or equivalent education/training preferred.

EXPERIENCE:

- Five years of teaching experience.
- Five years of experience as a High School athletic coach is required.

PHYSICAL REQUIREMENTS:

Frequently sits, stands, and walks for extended periods; stoops, kneels, and crouches to pick up or move objects and equipment; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift, push, and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye hand coordination; corrected hearing and vision to normal range; verbal communications; While performing the duties of this job, the employee is regularly required to talk or hear.

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.

OTHER REQUIREMENTS:

The District/Site's preference is that the present Athletic Director does not simultaneously hold the position of a Varsity Head Coach. In the event that an Athletic Director also serves as a Varsity Head Coach during a particular sports season (Fall, Winter, Spring), an Assistant Athletic Director will be hired by the particular site to assume the associated responsibilities, both supervisory and otherwise, outside of regular contract hours. Instead of the Athletic Director receiving a seasonal Athletic Director stipend, the Assistant Athletic Director will be compensated for their work as the seasonal Athletic Director with a seasonal Athletic Director stipend for tasks performed beyond their contracted hours. The Athletic Director/Head Coach will not receive the Athletic Director stipend for that season they are a Head coach.

WORK ENVIRONMENT

A high school athletic director's work environment is a dynamic mix of administrative duties conducted in office spaces and outdoor facilities such as stadiums, gyms, and fields, with frequent attendance at games and sporting events in varying weather conditions.

Adoption Date: 3/3/93
Revised: November 15, 2023
Adoption Date: December 13, 2023

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.