

## **Rocklin Unified School District**

**JOB TITLE:** Athletic Director

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

The Athletic Director works under the immediate supervision and direction of the Principal. The Athletic Director coordinates and implements the athletic program at the high school level in conformance with the high school handbook and the Education Code.

**SUPERVISOR:** Principal

### **TYPICAL DUTIES:**

Assist the Principal in developing a quality athletic program.

Assist in the selection of the coaching staff.

Coordinate the scheduling of athletic events in accordance with C.I.F. regulations.

Assist in assuring that the athletic program meets League and C.I.F. regulations.

Assist in the responsibility for recommending athletic budgets and purchase of supplies and equipment.

Assist in the requisitioning and issuing of athletic equipment.

Assist in maintaining an inventory of all athletic equipment.

Assist in the responsibility for the care of athletic facilities.

Coordinate and budget the transportation for all athletic programs.

Assist in the responsibility for certification of coaching staff and walk-on coaches in accordance with State guidelines.

Participate in fundraising, letters of recommendation, press-box, awards, etc.

Adhere to the California Education Code, Title V, and carry out Board Policies and Administrative Procedures.

Abide by professional ethics standards established by Board Policy.

Maintain punctuality for all prescribed functions.

Assume the responsibility for the safety and welfare of students whenever a danger is observed on or about the campus.

Participate cooperatively in the development of the school budget.

Perform other related duties as assigned by the Principal.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree with a valid California Teaching Credential.

**DESIRABLE QUALIFICATIONS:**

Teaching experience at grade level or subject area assigned; Master's Degree and/or post graduate course work.

**DESCRIPTION OF PHYSICAL REQUIREMENTS:**

Medical Category III

1. Positions in this category require ability associated with prolonged periods of heavy physical labor.
2. Position regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.
3. Great physical demand for strength and endurance.
4. Requires heavy physical effort such as lifting over 50 pounds on continuous basis.
5. Physical functions involve heavy physical exertion.
6. Lifting over 50 pounds or carrying any object over 25 pounds.

Adoption Date: 3/3/93