



# RIALTO UNIFIED SCHOOL DISTRICT

## ATHLETIC DIRECTOR Job Description

### DEFINITION

The Athletic Director reports directly to the Principal and has the primary responsibility of administrating all levels of the athletic programs. The successful candidate will be required to follow the policies and procedures of the high school's athletic program as well as those of the Citrus Belt League, CIF-SS and National Federation.

### ESSENTIAL DUTIES

- Recruit, interview, and recommend coaching candidates to the principal.
- Schedule all athletic team events and secure transportation for all athletic teams.
- Secure officials for all athletic contests.
- Clear athletes for academic eligibility.
- Inform coaches and athletes of all CIF and league rules and regulations and assure the rules are followed.
- Enforce all board Policy rules pertaining to athletics and pep units.
- Attend athletic contests, as assigned by administration.
- Attend all league and area athletic meetings and keep the principal informed of any and all information pertaining to the athletic program.
- Set up practice schedule for all teams for the use of fields, gymnasium, swimming pool, and other practice areas.
- Attend all necessary meetings within the CIF Southern Section pertaining to Carter High School athletics.
- Secure adequate medical coverage at all home athletic contests.
- Secure preparation of all facilities for all home athletic contests and other activities utilizing athletic fields.
- Assist principal in scheduling administrator's at all home athletic and away varsity football and basketball events.
- Prepare ticket sales at all home football games, basketball games and wrestling matches.
- Coordinate activities with ASB Advisor.
- Order athletic equipment and supplies and coordinate inventory of athletic equipment and supplies.
- Order, prepare, and distribute athletic awards.
- Coordinate the cleaning and care of athletic equipment.
- Represent athletic department at award dinners/programs.
- Attend athletic booster club meetings and provide leadership to those groups.
- Coordinate athletic publicity.
- Assist parents students and other teachers/coaches with athletic concerns.
- Supervise athletic budget and assure compliance with all State and District regulations.
- Organize tournaments as athletic funding sources.
- Coordinates duties and schedule of the trainer.
- Teach or substitute in classes as assigned.
- Promote/coordinate athletic scholarships for students and inform student athletes of NCAA opportunities and processes.
- Any other duties assigned by the principal.

### QUALIFICATIONS

#### Knowledge of:

- Public relations/written and oral communications.
- Evaluations of a wide variety of athletic programs and personnel.
- State, District, and CIF policies, regulations, and procedures regarding athletics.

#### Ability to:

- Demonstrate leadership qualities and strong organization skills.
- Demonstrate leadership skills that support a positive relationship, between academics and athletics, and that promotes equity among all athletic programs.

#### Experience and Education:

- Minimum of five years of coaching or athletic administration at high school/college level
- Experience working with a diverse student population and community

**PHYSICAL DEMANDS****Physical class:**

**Moderate Work** - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

**Work area requirements:**

Regular classroom, on the playground, parking lot, bus stop areas and possibly field trips. Ability to traverse campuses and sites of 10 to 40 acres which would include asphalt, grass on playgrounds and dirt.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours	Fingering:	Frequently
Frequently/Medium - 3 to 6 hours	Carrying:	Frequently
Constantly/High - 6 to 8 hours plus	Standing:	Occasionally
Stooping: Occasionally	Kneeling:	Occasionally
Bending: Frequently	Sitting:	Occasionally
Lifting: Frequently	*Driving:	Occasionally
Reaching: Frequently	Walking:	Frequently
Handling: Frequently	Push/Pull:	Occasionally
Grasping: Frequently		

**\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.**

**Frequent motion:**

Keyboarding: Occasionally	Twisting: Frequently
Wrist flexion: Frequently	Elbow flexion/extension: Frequently
Reaching to shoulder level: Occasionally	Forward should/neck flexion: Frequently
Reaching above should level: Occasionally	Reaching below shoulder level: Frequently

**Sensory requirements:**

Ability to see: Constantly	Ability to talk: Constantly
Ability to hear: Constantly	Ability to smell: Constantly
Ability to touch: Constantly	

**Must be able to deal with these environmental considerations:**

Heat: Yes	Fluorescent lights: Yes
Noise: Yes	Floor may be slippery at times: Yes
Moisture: Yes	Working in close quarters with others: Yes
Odor: Yes	Working inside: 10% of the day
Humidity: Yes	Working outside: 90% of the day

**This job requires:**

Alertness: Constantly	Recall of names and dates: Yes
Attention to detail: Constantly	The use of two hands: Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees.	

**Ability to deal with psychological factors:**

Team work: Constantly	Frustration: Moderate-depends on time of year
Repetitive Tasks: Yes, signature	Must keep up with schedule: High
Level of Responsibility: High	Able to work overtime as needed: High
Dealing with upset employees, students, community members, and parents: Moderate	

**Physiological Factors:**

Must maintain a high level of consciousness: Yes	Ability to comprehend and follow directions: Yes
Orientation to time, place, or person: Yes	Able to keep up a high activity level during the shift: Yes
Ability to read at 12 <sup>th</sup> grade level: Yes	