

Mount Diablo Unified School District
DISTRICT ATHLETIC DIRECTOR

Purpose Statement

The job of District Athletic Director was established for the purpose/s of directing the athletics program and activities, providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job is distinguished from similar jobs by the following characteristics: it is a management position that oversees the District's grades 9-12 athletic programs. This job reports to Assistant Superintendent, High Schools.

Essential Functions

1. Attends meetings, in-services and trainings for the purpose of maintaining skills, and receiving information on new and improved procedures, as well as current rules and regulations.
2. Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
3. Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
4. Facilitates communication between athletic department personnel, parents, teachers, students, site administrators for the purpose of evaluating situations, solving problems and/or resolving conflicts.
5. Facilitates meetings and workshops (e.g. personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
6. Implements policies, procedures and/or processes for the purpose of direction and/or complying with mandated requirements.
7. Manages assigned program and/or department responsibilities for the purpose of achieving organizational objectives, and ensuring compliance with legal, financial and District requirements.
8. Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

9. Oversees game day staff and applicable personnel for the purpose of ensuring athletic contests are conducted by following District, league and CIF procedures and that coaches, site workers, participants and spectators adhere to sportsmanship guidelines.
10. Oversees the District's grades 9-12 athletic department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
11. Participates as a member of the leadership team for the purpose of providing and intaking information in support of key operational decisions, particularly where athletic department programs and decisions are being considered, but also as an administrative team member providing routine administrative functions for the District.
12. Participates in a variety of meetings (e.g. workshops, inter and intra district committees, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities, as well as complying with District requirements.
13. Performs human resources related functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
14. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
15. Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
16. Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.
17. Represents the District with community forums for the purpose of maintaining ongoing community support for athletic department and educational goals and/or assisting with issues related to the athletic and school environment.
18. Researches a wide variety of topics (e.g. policies, eligibility requirements, current practices, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.
19. Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately

addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

20. Supervises and evaluates assigned athletic department personnel for the purpose of ensuring that athletic department and program objectives are achieved and performance is maximized.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities, developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

Satisfactorily perform the functions of the job including: interpreting and applying pertinent laws, codes, policies, and/or regulations related to high school athletics; implementing District personnel processes and knowledge of standard business practices.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20 % walking, and 20% standing.

Experience Job related experience in athletic program management with increasing levels of responsibility is desired.

Education Bachelor's degree.

Equivalency Job related experience preferred.

Salary Schedule: DMA Range 14

Approved by the Board: