

**Mt. Diablo Unified School District
JOB DESCRIPTION**

Job Title: District Athletic Director
Reports To: Assistant Superintendent, High Schools

SUMMARY:

Responsible for the coordination of all high school athletics. Duties include supervising high school athletic directors, coordinating athletic schedules, and participating in league, section, and state meetings and committees. Serves as a resource for athletic directors to promote the rules and regulations of the league, NCS, CIF, and NHSAA. Provide training and support to site administrators in oversight of athletic programs. Serve as liaison between the sites and various district departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Supervises the coordination and evaluation of high school athletics to ensure a high quality program. Promote effective communication between the schools and community to create positive support, understanding and participation for continued program improvement
- Assists with hiring, supervision and evaluation of high school athletic directors and head coaches.
- Supervises and coordinates the preparation of all athletic schedules within the District in order to effectively and efficiently use facilities.
- Facilitates high school athletic/activities directors' meetings to ensure continuity of program, communication, and coordination of events.
- Coordinates and develops in-district professional development programs for district coaches and site administrators.
- Serves as resource to athletic booster clubs to support their efforts and ensure compliance with applicable regulations
- Participates in league, section and state meetings providing district perspective and leadership while determining rules and regulations governing local and state organizations.
- Works with appropriate administrative personnel regarding school needs, such as human resources, financial and accounting functions, maintenance, grounds, facilities, security, and transportation.
- Remains current regarding changes and developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field to ensure quality leadership.
- Monitors gender equity in athletics by preparing Title IX reports and evaluates requests for new programs to maintain equality and parity of programs across the district. Prepares such reports as may be required to keep the Assistant Superintendent and other appropriate district personnel informed regarding the athletic/activities programs.
- Acts as a resource for athletic/activities directors and/or counselors regarding rules and regulations of the NCAA, NCAA Clearinghouse, NAIA and NJCAA to ensure the students/athletes who wish to participate in athletics on the collegiate level maximize their opportunities.
- Develops and coordinates a system for enhancing sportsmanship throughout the district to encourage healthy competition while maintaining a balance of respect for one another.
- Performs other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING:

Bachelor's degree in Education or a related field.

EXPERIENCE:

Three years of experience as a high school athletic administrator.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Salary Schedule: DMA Range 14

Approved by the Board of Education: