

# DESERT SANDS UNIFIED SCHOOL DISTRICT

## Job Description

---

<b>Title:</b> Athletic Director	<b>Reports To:</b> Principal
<b>Department:</b> School Site	<b>Classification:</b> Certificated
<b>Work Year:</b> 200 days	<b>Salary:</b> Certificated Salary Schedule

---

### Basic Functions:

Under direction, administers, directs, coordinates and supervises the high school athletic program.

### Representative Duties:

1. Teaches in the major or minor field of certification and supervises the high school athletic program.
2. Recommends, directs, coordinates, administers, schedules and delegates scheduling, and carries out all duties and responsibilities of the athletic program specified in the Coaches Handbook, the guidelines described in Title IX, the rules and regulations of the California Interscholastic Federation (CIF), as well as the Education code, Title 5 of the State Board of Education, the High School Handbook and the Policies and Regulations of the Board of Education of the Desert Sands Unified School District.
3. Represents the high school at all Desert Valley League (DVL) meetings, as well as all necessary CIF athletic meetings.
4. Schedules physical examinations.
5. Schedules cardiopulmonary resuscitation (CPR) and first-aid training for athletic coaches.
6. Works cooperatively with the activities advisor.
7. Trains and provides direction to staff; to include training and development. Positions include athletic coaches, athletic and activities clerks, groundskeepers (in accordance with the direction of the high school principal), athletic trainer, custodians (as their duties relate to athletics), personnel using the press box, and athletic officials.
8. Provides information to the news media as required.
9. Supervises, evaluates, trains and coordinates all personnel not covered under collective bargaining agreement with teachers association.

### Knowledge and Skills Required:

- Knowledge of athletic programs
- Knowledge of the Coaches Handbook
- Knowledge of Title IX
- Knowledge of the rules and regulations of the California Interscholastic Federation (CIF).
- Knowledge of Education Code and Title 5 of the State Board of Education
- Skill in providing leadership to personnel within an organizational setting
- Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion

Job Description  
Athletic Director

- Skill in analyzing situations accurately and adopting an effective course of action
- Skill in written and oral communications
- Skill in the establishment and maintenance of effective working relationship
- Ability to work with large amounts of money, gate receipts, etc.

This description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

**Education and Experience:**

Successful and extensive teaching experience preferred.  
Demonstrated successful experience as an athletic coach.

**Licenses, Certifications and Testing Required:**

- Valid California Teaching Credential.
- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.
- Must possess or have ability to obtain a valid California Driver's License or California Identification Card.
- Ability to meet No Child Left Behind requirements.
- Ability to obtain English Language Authorization.

**Physical Requirements and Working Conditions:**

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, the individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by the job include close vision and distant vision. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, while interacting with the public and other workers. Occasionally, the position requires the employee to work irregular and extended hours. Directly responsible for the safety, well-being or work output of other people. Ability to meet multiple demands from several people.

**Regular Work Year:** 200 days