

**ATHLETIC DIRECTOR**

The duties of an Athletic Director will include but not be limited to the following:

- A. Personnel Selection/Assessment.
  - 1. Assists the building principal in the selection of personnel for head coaching positions.
  - 2. After consultation with the head coach of the sport involved, the Athletic Director shall make recommendations to the building principal on the assignment of assistant coaches.
  - 3. Under the direction of the building principal or designee, assists in evaluating the performance of members of the coaching staff and designated classified employees.
  
- B. Athletic Contests and Schedules.
  - 1. Prepares the team schedule for each sport in coordination with the school activity calendar.
  - 2. Secures paid game or meet officials and other necessary personnel for athletic contests.
  - 3. Arranges site preparation for all athletic contests.
  - 4. Secures the necessary equipment and supplies for each athletic contest.
  - 5. Arranges for all teacher transportation needs.
  
- C. Supplies, Equipment and Services
  - 1. In consultation with the head coach, establishes specifications for supplies, equipment, and services for each sport.
  - 2. Prepares purchase requisitions for supplies, equipment, and services.
  - 3. Supervises the receipt and processing of supplies and equipment.
  - 4. Maintains an inventory of athletic equipment and supplies.
  - 5. In conjunction with the head coach, identifies items to be repaired, renovated, or laundered.

## D. Facilities

1. Coordinates the use of athletic facilities on the assigned campus.
2. Recommends improvements and alterations of athletic facilities.

## E. Medical Services

1. Arranges for physical examinations of all students' athletics.
2. Arranges for the services of team doctor(s) for football season.

## F. Parent Organizations

1. Represents the athletic department to adult groups promoting school athletic programs.

## G. Finance and Budget

1. Prepares budget requests for the athletic department in consultation with the coaches and building principal.
2. Exercises budget control for the department.
3. Submits requests for entry fees, payment of officials, and other services or materials to the A.S.B. financial clerk.
4. Prepares game contracts with the financial arrangements to be agreed upon with the A.S.B. advisor.

## H. Awards and Banquets

1. Develops and maintains a master list of all athletic trophies and their sponsors at the building level.
2. In conjunction with the A.S.B. advisor and other athletic booster groups, establishes appropriate award for performance in athletics.
3. Assists in the arrangement of appropriate award ceremonies.

## I. Public Relations

1. Encourages community interest and involvement in the athletic program.

2. Serves as the building contact with newspapers and other media relative to the athletic program.
- J. California Interscholastic Federation and League Responsibilities.
1. Responds to all pertinent questionnaires and circulates all C.I.F. information to appropriate coaches.
  2. Arranges team participation in athletic tournaments as directed by the building principal.
  3. Confirms eligibility of all student athletes.
  4. Serves as department representative to athlete meetings as directed by the building principal.
- K. Other
1. Coordinates insurance protection for athletes.
  2. Carries out other tasks and responsibilities in behalf of the building athletic program as assigned by the building principal.