

# **GEYSERVILLE UNIFIED SCHOOL DISTRICT**

## **STIPEND POSITION TITLE:** Athletic Director

**DESCRIPTION:** Directs the activities of Athletics Department and the work of staff (coaches and assistant coaches) that administers and coordinates the District's athletics program.

### **DUTIES AND RESPONSIBILITIES:**

1. Directs and supervises the athletics program for Geyserville School District.
2. Evaluates the facilities and environment of the athletics program from an educational viewpoint, to assure proper function, safety, and sanitary conditions.
3. Serves as an advisor to the principal and their staff, community members, and public agencies in the initiation, development, interpretation, and evaluation of the athletics program as an integral part of the total educational program.
4. Directs the planning and development of schedules for interscholastic athletics competitions, including activities at the league, conference, and section level.
5. Directs the implementation of rules and policies of the California Interscholastic Federation (CIF), as well as state-mandated programs relative to interscholastic athletics.
6. Directs and maintains an in-service program, including workshops and coaching clinics that provide for the recognition and development of leadership, ethics, and professional growth of coaches and assistant coaches.
7. Maintains records to coordinate time reporting for coaches and assistant coaches.
8. Maintains records concerning student eligibility to participate in the athletics program.
9. Coordinates team transportation to games and tournaments with lead bus driver and coaches.
10. Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND PERSONAL CHARACTERISTICS:**

1. Knowledge of the California Education Code, District Board Rules, and District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts, as they relate to the District's athletics programs.
2. Knowledge of fundamental principles and accepted practices, current trends, literature and research in the areas of physical education and athletics programs.
3. Knowledge of effective administrative and managerial practices and ability to implement them.
4. Appropriate interpersonal style and methods to guide individuals toward task accomplishment.
5. Leadership skill in facilitating group processes, including conflict resolution.
6. Ability to communicate and work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
7. Ability to compose and comprehend written communication.

**HEALTH:** Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.