

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**ATHLETIC DIRECTOR**

**DEFINITION**

Under general direction, assist in the planning, development, and implementation of the policies, regulations, guidelines, and procedures pertaining to a school site interscholastic sports program; serve as a resource to administrators and interscholastic sports personnel concerning sports and recreation activities; other related functions as directed.

**EXAMPLES OF DUTIES**

- Plan, organize, coordinate, and participate in the school site interscholastic sports programs.
- Plan, organize, and coordinate sports program league scheduling and special sports activities in accordance with District policies, regulations, and guidelines.
- Negotiate with sports league officials concerning advantageous regular season and play-off scheduling and sites.
- Assist in the establishment of sports program operational procedures, and in the activities and functions pertaining to home and away games and special activities.
- Review, monitor, and audit the publications and materials prepared for distribution concerning athletic program information and activity announcements.
- Select or assist in the selection of materials, equipment, and supplies used in the interscholastic sports programs.
- Oversees a variety of interscholastic sport activities, which requires the coordination of travel and equipment transporting of out of area games and activities.
- May assist in the recruitment and selection of interscholastic sport coaches and physical education personnel.
- Confer with, counsel, and advise site administrators concerning interscholastic sports programs and special project programs and activities.
- May make recommendations to revise, update, and incorporate creative and innovative trends into the District interscholastic sports program.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. District retains the discretion to add or change typical duties of a position at any time.

**QUALIFICATIONS**

**Knowledge of:**

Principles, goals, and objectives of public education; methods, techniques, procedures, and strategies concerning the development and maintenance of an effective interscholastic sports program; policies, regulations, and procedures pertaining to interscholastic sports and special project activities; sports interest groups and organizations within the local community and the greater metropolitan area; modern trends pertaining to interscholastic sports and physical education instructional processes and activities.

**QUALIFICATIONS (Continued)**

**Ability to:**

Provide specialized resource support and coordination of a creative and innovative sports program; analyze and assess interscholastic sports program needs, and offer recommendations pertaining to program activity revisions, additions, or deletions; participate in the evaluation of the District interscholastic sports and special project programs and activities; understand and carry out oral and written directions with minimal accountability controls; communicate effectively in oral and written form; establish and maintain effective organization, community, and public relationships; comply with the District's customer service standards, as outlined in Board Policy.

**Experience:**

Two years of experience as a head varsity coach, in addition to three years of successful teaching experience at the secondary level.

**Education:**

Possession of an earned baccalaureate or higher degree from an accredited college or university in physical education, or related special subject areas.

**Certification Requirement**

Possess a valid California credential authorizing service as a secondary level teacher; possess a valid First Aid Certificate from the American Red Cross, including CPR training. Must retain medical certification throughout the duration of the season of sporting events.