

TAMALPAIS UNION HIGH SCHOOL DISTRICT
Larkspur, California

ATHLETIC DIRECTOR

DEFINITION:

The Athletic Director provides overall leadership and coordination among the various interscholastic sports in the athletic program.. The Athletic Director is under the direct supervision of the Principal or Designee (Athletic Assistant Principal). The Athletic Director supervises coaches and others involved in the athletic program.

DUTIES AND RESPONSIBILITIES. The Athletic Director will:

- Lead a quality athletic program.
- Promote principles of “Pursuing Victory with Honor”.
- Show initiative and exhibits a strong work ethic.
- Respond daily to an avalanche of voicemail, email and other correspondence.
- Hire, supervise, evaluate and checkout coaches for 41 teams.
- Monitors coaches for completion of the required CIF Coaching Certification (Title V).
- Supervise student athletes and fans.
- Manage an almost \$200,000 budget.
- Inform administration of potential athletic issues.
- Respond to parent concerns.
- Resolves conflicts that may develop between coaches, parents and athletes.
- Are responsible for certifying eligibility of athletes including transfers and academic eligibility,
- Communicate regularly with all constituencies including the press.
- Represent administration at booster meetings.
- Monitor equity issues such as ADA, Title IX, sexual harassment and hazing.
- Reduce the District’s exposure to liability.
- Maintain the athletic facilities.
- Interpret and enforce District, school, Marin County Athletic League (MCAL), North Coast Section (NCS) and California Interscholastic Federation (CIF) rules and policies consistently.
- Develop schedules for up to 41 team games including game management, site venue, contracting for officials and transportation, when provided.
- Monitor daily practices.
- Investigate athletic complaints along with administration.
- Delegate responsibilities as needed.
- Complete athletic paperwork and maintain athletic records.
- Maintain confidentiality.
- Are responsible for inventory of athletic uniforms and equipment.
- Act as site manager for all league and section playoff activities assigned to the school.
- Coordinate the use of athletic facilities with the TUHSD Facilities Coordinator.
- Plan and organize the athletic awards programs.
- Act as a resource for student athletes for collegiate athletic eligibility information.

KNOWLEDGE, ABILITIES, SKILLS REQUIRED:

- Demonstrated ability to organize, plan, coordinate and direct a variety of complex programs.
- Experience in athletics and coaching.
- Knowledge of and ability to apply MCAL, NCS and CIF rules.
- Ability to communicate effectively, both orally and in writing.
- Effectiveness in working with administrators, coaches, students and the community.