

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

SUPERVISOR OF ATHLETICS

PRIMARY FUNCTION: Assumes various administrative and technical leadership responsibilities essential to the successful administration of the District's athletic/sports program.

DIRECTLY RESPONSIBLE TO: Program Manager

MAJOR DUTIES AND RESPONSIBILITIES:

Provides direction and oversight for athletic programs and activities

Coordinates the scheduling of games, recruitment of student athletes, and assessment of the athletic program

Assists in presenting or coordinating in-service training, workshops, and meetings for athletic personnel

Assists in the development and monitoring of the athletic budget

Maintains on-going communication with Program Manager to ensure successful implementation of athletic programs.

Assists in monitoring student-athlete academic progress through academic progress reports or other accountability processes.

Assists with the safety, conduct, and general welfare of students.

Confers with administrators, teachers, parents and other concerned agencies and individuals regarding the District's athletic program

Assists with the supervision and evaluation of coaches

Coordinates the issuance and maintenance of athletic equipment

Other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of methods, practices, equipment, and supplies used in school athletics.

Bilingual/Biliterate in Spanish and English highly desired.

Ability to prepare and implement an athletic program; plan and organize maintenance of sports equipment; estimate costs of athletic work; plan, coordinate and direct the work of others; prepare verbal and written reports; carry out instructions of supervisor and Board Policies.

Must possess an ability to communicate well and to apply leadership skills within a shared decision-making model.

Must exhibit sound sports philosophy and athletic competence.

MINIMUM QUALIFICATIONS:

Must have a strong background in sports.

High School Diploma.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand, walk, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.

While performing the duties of this job, the employee may occasionally lift/ and or move up to 50 lbs.

The demands of an extended workday (coverage of sports activities and extra-curricular activities, etc.), require a high level of physical endurance. This job requires the ability to handle and balance multiple demands at one time

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE BOARD OF TRUSTEES DESIGNATES THIS POSITION AS MANAGEMENT

Work Year up to 200 Days