

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**POSITION TITLE: ATHLETIC DIRECTOR**

**DEFINITION:** Under the direction of the Principal or designee, the Athletic Director provides leadership, supervision, and organization to the PGHS Athletic Program in accordance with Title IX, California Interscholastic Federation, Education Code, Title 5 of the State Board of Education and District policies and regulations.

**ESSENTIAL FUNCTIONS:**

- Establish the safety and welfare of the players as the highest priority
- Recommend, direct, coordinate, administer, schedule and delegate scheduling, and carry out all duties and responsibilities of the athletic program guidelines described in Title IX, the rules and regulations of the California Interscholastic Federation (CIF), Education Code, Title 5 of the State Board of Education, the High School Handbook, and the Policies and Regulations of the District Board of Education
- Organize the program in relationship to coaching assignments, practice plans, officials, workers, security, transportation, emergency personnel, and facility use
- Schedule school athletic events including tournaments and invitationals
- Create and maintain a current coach's handbook
- Monitor athletic department purchase orders and position announcement requests
- Follow recruitment processes in accordance with the District Human Resources Department
- Maintain the department database of coaching information and training
- Coordinate all aspects of training, mentoring, certification and instruction of coaches, including good sportsmanship
- Develop, plan and share programs, speakers and resources that contribute in vital ways to the ongoing professional learning of each coach
- Assume and coordinate supervision of events and spectators for athletic events at home and away
- Conduct coach and parent meetings prior to the beginning of each sport season
- Schedule athletic physicals
- Provide leadership, demonstrate sportsmanship, and be a positive role model for coaches and student athletes
- Be knowledgeable and competent in the care and prevention of athletic injuries, coaching techniques, rules and regulations of sports being coached, and adolescent psychology as it relates to sports participation
- Serve as the liaison representing PGHS and the District with CIF, Sports Boosters, Parks and Recreation, and other community groups and facility users
- Provide for proper supervision of athletes during practice, in locker rooms, at contests, and on trips
- Train coaches to use discretion and positive psychology when providing constructive criticism and reprimanding players
- Maintain consistency in requiring that all coaches adhere to the established rules and standards of the game being played

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- Track, record, distribute and collect equipment, supplies, keys and uniforms
- Properly instruct coaches in the safe use of equipment
- Do not suggest, provide, or encourage any athlete to use non-prescriptive drugs, anabolic steroids, or any substance to increase their physical development or performance that is not approved by the United States Food and Drug Administration, the Surgeon General of the United States, or American Medical Association
- Follow the rules of behavior and procedures for crowd control as established by Pacific Grove High School, the Pacific Coast Athletic League, and CIF
- Support and monitor athletic eligibility with regards to grades, attendance, conduct, physicals, and insurance so that it conforms to school, district, league and CIF standards
- Plan and manage the budget of the athletic program. Follow school and ASB budget policies and regulations. Ensure that fundraisers are approved by the Site Principal and/or Board as required
- Develop and maintain a positive relationship with students, parents, the media, the community, the staff, and the administration
- Ensure that volunteer coaches and drivers are properly identified, have DOJ clearance prior to volunteering, and are appropriately insured and registered with the District Human Resources Department
- Provide information to the news media as required
- Perform other duties as assigned by the Principal/Designee

**QUALIFICATIONS:**

**Knowledge of and Ability to:**

- Possess demonstrable working knowledge of the overall operation of the entire athletic program
- Possess knowledge of Title IX, California Interscholastic Federation (CIF), Education Code, and Title 5
- Possess knowledge and is competent in: 1) injury prevention; 2) emergency procedures; 3) coaching techniques; 4) skills, techniques, and rules of the sport being coached; 5) child psychology
- Knowledge of the general needs and behavior of children
- Work effectively in stressful situations
- Deal positively and effectively with students, staff, and community
- Successfully and appropriately train coaching staff

**EDUCATION AND EXPERIENCE:**

- Bachelors Degree in sports management, sports and recreation, physical education or a related field
- Minimum of 1 year paid experience organizing and monitoring an athletic program.
- College level playing experience, training, and/or previous high school coaching experience preferred

**PHYSICAL REQUIREMENTS:** of this position are, but not limited to, the following:

**Ability to:**

- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Sit for extended periods of time
- Ascend and descend steps
- See for the purpose of reading student work, laws and codes, rules and policies, and other related matter, and observing students
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- Analyze situations accurately and adopt an effective course of action
- Meet deadlines
- Understand and carry out oral and written directions
- The ability to communicate information and ideas in speaking so other will understand
- Communicate using the telephone
- Bend, twist, kneel and/or or stoop
- Lift and carry 30 lbs
- Reach in all directions
- Think clearly and rationally to solve problems

***WORKING CONDITIONS:***

Indoor/outdoor working environment subject to bending, crouching, kneeling, prolonged standing and occasional running; pushing/pulling/lifting of equipment and tools. Must meet deadlines with severe time constraints in a professional manner and work irregular, extended hours. High level of responsibility for the safety, well-being or work output of other people, as well as meeting multiple demands from several people simultaneously.

***LICENSE OR CERTIFICATES:***

- Valid CA credential authorizing supervision of certificated and walk-on athletic coaches and activities
- Valid California Driver's License
- First Aid, CPR and Concussion Awareness Certification prior to employment

**NOTE:**

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.