

GARDEN GROVE UNIFIED SCHOOL DISTRICT

Office of Personnel Services CERTIFICATED JOB DESCRIPTION

Athletic Director, High School

Under the direction of the principal, with duties as assigned, the athletic director provides leadership and coordination of the athletic program and will implement policies and operating procedures that are consistent with the school wide goals of the Garden Grove Unified School District.

The athletic director must establish a working relationship with all school personnel- classified and certificated, as well as the media, Booster club, parents and other league and C.I.F. affiliates. The athletic director will also reinforce positive sportsmanship, victory with honor, teamwork and ethical behavior while providing an opportunity for all students to participate in the school athletic program.

Duties and Responsibilities:

1. Demonstrates a belief that all students can succeed and that their backgrounds, cultures, language, and disabilities are teaching and learning assets that contribute to a rich learning environment for all students.
2. Maintains high expectations for all students and exhibits the ability to make each student feel valued, appreciated and respected, thereby earning the trust and respect of the student and their families.
3. Works with coaches in establishing athletic schedules for upcoming school year
4. Maintains accurate records and contracts for all athletic events
5. Assists the activities director and school personnel in establishing the school master calendar
6. Responsible for requesting and verifying all officials for athletic contests
7. Responsible for verifying that all officials receive and return required paperwork for payment
8. Assists school personnel with reimbursement for official fees from district business office
9. Responsible for ordering and confirming all buses per district guidelines for athletic contests
10. Assists the assistant principal in monitoring transportation guidelines and budget allocation
11. Coordinates early student release from class on game days
12. Assists the assistant principal and activities director, along with input from coaches, in developing the athletic budget
13. Responsible for ordering athletic uniforms, supplies, and equipment and for the inventory and repair of such equipment
14. Requests and monitors all payments for athletic items allocated in the ASB budget
15. Assists the assistant principal in hiring, evaluating and determining coaching assignments
16. Meets with all coaches prior to the start of season to go over coaching responsibilities
17. Monitors and communicates with coaches throughout the season to see that all district/league/C.I.F. policies and procedures are being followed
18. Responsible for clearing all coaches (new and veteran) per district regulations before starting practice
19. Responsible for clearing all athletes, per district guidelines, before they begin practice
20. Assists assistant principal in residency and quarterly grade checks for academic eligibility
21. Maintains up to date rosters for teams in season
22. Attends all athletic director and league meetings
23. Oversees all pre and post season meetings for their schools respective sport of responsibility
24. Coordinates and oversees any applicable league finals or tournaments in their area of responsibility
25. Works with coaches in coordinating and implementing summer sports programs per Garden Grove District guidelines
26. Attends the beginning of all home athletic events to ensure they are staffed
27. Attends and actively manages all aspects of night home varsity athletic events
28. Responsible for facilities procurement and personnel staffing for all home athletic events
29. Coordinates the payment of game management personnel including officials and ASB workers
30. Establishes a relationship and maintains ongoing communication with parent groups and booster organizations
31. Responsible for ordering awards/certificates and coordinating banquets
32. Maintains complete and accurate administrative records for the Athletic Department which includes but not limited to: budge, schedules, transportation, contract, coach and athletic clearance