

Fremont Union High School District Athletic Director Roles and Responsibilities

The interscholastic athletic programs of the Fremont Union High School District are an important part of the comprehensive educational program provided by the District. The athletic programs provide opportunities for students to grow physically, mentally, and emotionally and promote the personal development of good citizenship and sportsmanship. The District believes that all students can achieve at high levels and is committed to continuous improvement of practice to ensure that all students do so.

Athletic Directors are teacher leaders at each school site who work directly with the Site and District Administration to oversee, coordinate and manage the athletic programs at each school. Under the direction of the school site principal and in cooperation with other staff members and the greater school community, the Athletic Director plans, coordinates, implements, and supervises the athletic program at the high school level and ensures compliance with State, District, CIF and Section rules and regulations.

In addition to managing and overseeing the entire athletic program, the athletic director will be responsible for the implementation of a systemic sportsmanship and anti-bullying program to ensure a positive and inclusive climate and inculcate our district values more directly and intentionally into our athletic program. Essential elements of this effort will include coach mentoring and support through a collaborative professional learning community and student athlete leadership development.

ROLES AND RESPONSIBILITIES

Working closely with the Principal and Site Athletic Administrator, the **CORE RESPONSIBILITIES OF THE ATHLETIC DIRECTOR** in overseeing, organizing, and managing the school's entire athletic program include, but are not limited to, the following:

OVERVIEW OF GENERAL RESPONSIBILITIES

1. Coordinate, schedule, and organize athletic events,
2. Oversee student safety,
3. Advise and make recommendations to Principal/Athletic Administrator regarding all athletics staffing,
4. Monitor, mentor, and support all coaches in their behavior, duties, and responsibilities,
5. Monitor and oversee athlete behavior, leadership, and general climate in the athletics program,
6. Liaise with the School, League, Section, and State administration, to implement all rules and regulations,
7. Oversee budget equipment and purchasing in the athletics program,
8. Collaborate and communicate with all athletics related stakeholders.

1. RESPONSIBILITIES Related to Coordinating, scheduling, and organizing athletic events

- a. Coordinate season and post season schedules for all teams.
- b. Coordinate athletics schedules with site master calendar.
- c. With Administration, develop a master organizational plan for event management, including supervision and supporting roles (e.g. time keeper, ticket sellers, etc...).
- d. Coordinate in advance, the eligibility procedures, all required forms, entry blanks etc... for all athletes and teams in league, non-league, tournament, and post-season matches.
- e. In coordination and communication with coaches, ensure officials assignments, payment, dressing accommodations, and refreshments are provided for.
- f. Work with the site attendance technician to communicate release times for athletes on game days.
- g. Attend home football games and be available to serve as site admin rep for other contests as needed.
- h. Be available nights, weekends, and school breaks when sports are active.

2. RESPONSIBILITIES Related to Student Safety

- a. Work with the Athletic Trainer and Athletic Administrator to meet all safety requirements, regarding:
 - i. Physical Exam Procedures to ensure that all participants have an up to date physical exam on file before participating in athletics,
 - ii. Procedures for baseline concussion screening, concussion education, communication, and training with athletes and coaches,
 - iii. Procedures for medical assistance and emergency,
 - iv. The System for recording and filing injury reports, physicals, Assumption of Risk /Expectations of Educational Athletics Forms, parental approval forms, emergency treatment consent forms.

3. RESPONSIBILITIES Related to Athletics Staffing

- a. Consult with Athletic Administrator (Principal, AP, or Dean) in every aspect of the coach hiring process.
- b. Communicate with Human Resources to post job openings.
- c. Coordinate and facilitate interview processes for candidates.
- d. Ensure that all coaches are properly certified prior to working with students in accordance with agreed upon District certification procedures.
- e. Coordinate with District and Principal/Athletic Administrator to determine coaching compensation according to stipend salary schedule.
- f. Meet regularly with Athletics Administrator (e.g. weekly or pre/during/post seasons) to review hiring, monitoring and mentoring of coaches and evaluate the program.

4. RESPONSIBILITIES Related to Monitoring and Mentoring of Coaches

- a. Develop and maintain a Professional Learning Community (PLC) for coaches in which coaches are provided:
 - i. Behavioral expectations and accountability requirements for coaches and athletes,
 - ii. Information regarding duties, responsibilities and procedures,
 - iii. A channel for regular communication between coaches, athlete leaders, and school staff,
 - iv. Support and resources to assist them in the performance of their duties as coaches,
 - v. A forum in which to address and problem solve issues related to bullying, harassment, hazing, and other issues of concern in athletics,
 - vi. Opportunities to be mentored and provide mentorship to other coaches,
 - vii. Professional development opportunities,
 - viii. Guidelines for the use of social media by coaches and athletes.
- b. Conduct regular in-season monitoring of coaches, i.e. regularly attend and observe practices and games.
- c. Contribute to pre and post season program evaluations of coaches.
- d. Oversee administration of seasonal surveys by athletes and parents.
- e. Develop plans for athletes and coaches who receive misconduct reports from CCS.
- f. Participate in professional organizations and professional development to keep current in the field.

5. RESPONSIBILITIES Related to Athlete Behavior, Leadership and Overall Climate in the Athletics Program

- a. Support all athletes in learning about and implementing ways to minimize or eliminate bullying, harassment, and hazing in school sports.
- b. Develop and maintain an athletes leadership council in which athletes are provided:
 - i. Behavioral expectations and accountability requirements for coaches and athletes,
 - ii. Training, information, and resources to support leadership development
 - iii. A channel for regular communication between the athlete leaders, coaches, and school staff,
 - iv. A forum in which to address and problem solve issues related to bullying, harassment, hazing, and other issues of concern in athletics,
- c. Working with school administration, ensure proper supervision of athletes at all athletic events, including before, during, and after practice and game times and in the locker rooms.
- d. Promote good sportsmanship and conduct from athletes, coaches, and fans.

6. RESPONSIBILITIES Related to Liaison with Administration and implementation of Rules and Regulations

- a. Ensure compliance with all State, District, Section and League rules and regulations regarding:
 - i. Eligibility
 - ii. Practice limitations
 - iii. Transfer rules
 - iv. Training guidelines
 - v. Game Regulations
 - vi. Out of season limits
 - vii. Undue Influence – Recruiting
 - viii. Academic requirements
 - ix. Contest limitations
 - x. State Tournament Regulations
 - xi. Scheduling parameters
 - xii. Awards, amateur practices
 - xiii. Officials ratings, rules meetings
- b. Assign PE credit to students for athletics based on established criteria.
- c. Monitor academic eligibility of athletes at each progress report.
- d. Ensure correct documentation of transfer students according to section rules and comply with rulings.
- e. Ensure all summer and out of season activities of coaches are in compliance with all CIF, CCS, and SCVAL rules and regulations.

7. RESPONSIBILITIES Related to Budgeting, Equipment, and Purchasing

- a. In conjunction with Administration, prepare and monitor yearly budget; keep records of income and expenses across ASB budgets, site budgets, and Booster donations.
- b. Establish good equipment/uniform procedures and security:
 - i. Ensure a system is in place for cleaning, storage, issue, collection, and reconditioning,
 - ii. Maintain a sensible replacement schedule within budget,
 - iii. Purchase all necessary equipment and uniforms in consultation with coaches,
 - iv. Establish clear coach expectations related to their duties regarding equipment and uniforms,
 - v. Keep accurate count of lost or damaged uniforms and assign delinquencies as appropriate,
- c. Ensure proper payment of all league, section, and state fees, official costs, tournament entries, and all other athletic invoices.

8. RESPONSIBILITIES Related to Collaborating with Stakeholders

- a. Attend all Athletic Boosters meetings as a representative of the school.
- b. Hold parent meetings each fall and/or seasonal parent meetings in each pre-season to share district and site-specific guidelines and information.
- c. Hold athlete meetings each fall and/or seasonal athlete meetings in each pre-season to include district and site-specific guidelines and information.
- d. Attend league, section, and state meetings as needed.
- e. Serve as an AD Liaison for a sport, per League expectations:
 - i. Develop a league schedule for that sport,
 - ii. Facilitate pre and post-season meetings with coaches,
 - iii. Maintain league standings and final league placement.
- f. Communicate effectively with the public.
- g. Arrange for team pictures and publicity.
- h. Support good public relations with press, radio, school publications, social media, etc...
- i. Answer all correspondence in a timely fashion.
- j. Coordinate and oversee athletic honors including league championship banners and school-wide awards and ceremonies.