



AIMS K-12 College Prep Charter District

Category:	Classified
Work Year:	2022-23
Employment Type:	Seasonal (Fall, Winter, Spring)
Stipend:	\$4,000 per year
Supervisor:	Superintendent

AIMS District Athletic Director

POSITION OVERVIEW:

This role will enhance the AIMS Athletic Department and allow students to expand their skills. The person holding this role will provide students with high-quality instruction by creating healthy competition, unity, and an enjoyable experience. This includes fostering physical and mental growth while upholding the mission, core values, and vision of the AIMS K-12 College Prep Charter District.

QUALIFICATIONS:

Certification Requirements:

- NFHS Certification (First Aid, Health and Safety Fundamentals of Coaching, Concussion, Heat Stroke, COVID-19 Safety)
- CPR/First Aid Certification

Minimum Education Requirements:

- Bachelor's Degree from an accredited institution

Experience Required:

- Previous related coaching experience
- Knowledge of coaching fundamentals and development of coaching techniques

JOB REQUIREMENTS (Skills, Knowledge, and Abilities):

- A demonstrated high level of character and professionalism
- Interpersonal skills to cooperate and work effectively with teachers, students, parents, and administrators
- Strong leadership, communication, and organizational skills

Essential Duties:

- Develop, manage, coordinate and supervise all competitive AIMS K12 athletics programs
- Provides visionary leadership, strategic planning and policy development for the AIMS Athletics Department, with commitment to the AIMS K12 mission
- Develops and prepares the annual preliminary budget for the site athletic programs and activities to be submitted to the Head of Schools, Superintendent, CBO and the Board. Analyzes and reviews budgetary and financial data.
- Oversees the coordination, purchase, maintenance, and inventory of athletic equipment.
- Ensure District and site-level compliance to all CIF State, CIF-Oakland Section, Oakland Athletic League, and Bay Area Charter School Athletic Conference bylaws, including Title IX reporting requirements
- Assures compliance regarding discipline procedures for coaches and student-athletes according to established procedures, laws, and regulations.
- Provides the Heads of Schools and Superintendent with information and assistance regarding school athletic activities; advises the Heads of Schools and Superintendent of unusual and/or detrimental trends or problems and appropriate corrective action.
- Coordinates recruitment, job postings, descriptions, advertising, and related paperwork
- Follows AIMS procedures for the interview and selection process for prospective athletic staff
- Hires and directly supervises all AIMS K12 site level Athletic Directors and Athletic Department interns / staff.
- Provide all necessary training regarding to site level Athletic Directors, and any Athletic Department interns / staff; ensure coaches have met District, and other governing bodies, certification requirements
- Advises AIMS Marketing and Communications Department regarding AIMS sports media and publication.
- Develop and implement the AIMS Athletics Sports Handbook
- Directs the preparation and maintenance of a variety of data, reports, records, and rules related to student eligibility, assigned activities, and personnel.
- Serves as official liaison among stakeholders; responds to inquiries and provides information concerning school athletic programs.
- Plans, organize and implement long and short-term programs, activities, and fundraising designed to enhance after-school athletic programs and services.
- Manages the transportation of athletic teams according to District policy and administrative regulations.
- Coordinates and participates in meetings, conferences, and in-services, as needed.

Knowledge of:

District policies regarding health, safety and other procedures; first aid techniques, food handling

PHYSICAL ACTIVITY REQUIREMENTS:

Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: