



AIMS K-12 College Prep Charter District

Title: Athletic Director

Category: Classified

Work Year: School Year

Employment Type: Part Time

Stipend: \$12,000

Supervisor: Director of Schools or Designee

JOB GOALS: The Athletic Director at AIMS K-12 College Prep, under the direction of the Director of Schools, oversees the overall success of the athletic programs, ensuring that they operate efficiently, comply with rules and regulations, and provide a positive experience for student-athletes. The Athletic Director's role involves managing sports teams, athletic facilities, compliance, budgeting, and more. Additionally, the Athletic Director will support the overarching goal to increase sports participation across socioeconomic and gender demographics.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- Manage the athletic programs at one or more high schools, including hiring and firing coaches, as well as advising them on academics and coaching strategies
- Ensure that student athletes are receiving adequate training and opportunities
- Ensure that all students, coaches, and parents are following school policies
- Create and maintain a positive image for the school and athletic programs within the community
- Initiate and manage budgetary process for recruiting, training, and supplying coaches and staff
- Schedule, develop, and oversee practices and game schedules
- Provides and explain team practice, game rules and specific team policies
- Adhere and maintain compliance of all offered sport programs
- Negotiate contracts with local vendors for uniforms, equipment, and supplies
- Research, recommend, and implement Safety Awareness, Health and Safety, and Title IX programs for athletes and teams
- Maintain records of athletic participation and attendance
- Develop and track safety program compliance
- Oversee compliance with institutional policies and state laws
- Maintain accurate records of coaching staff
- Coordinate the collection of rosters for program information as needed

- Maintains communication with Head Coaches
- Overview scheduling of league or sport team practices
- Organize promotional events
- Establish positive relationships with parents, students, coaches and other staff
- Attend BACSAC Conference athletic director meetings (4 per year)
- Attend all sporting events scheduled
- Develop and maintain positive relationships with area athletic directors
- Schedule facilities usage for each individual sports team
- Submit student athlete physicals to district prior to participation
- Support coaching staff with outreach and recruitment of students
- Track student academic progress and ensure student athletes maintain eligibility for participation
- Maintain and oversee equipment inventory and uniforms.
- Building community relations and handling media inquiries.
- Developing and implementing processes and procedures for the athletics department to ensure the school remains compliant with athletic rules and regulations.
- Ensuring both boys' and girls' sports teams receive the same amount of attention and dedication.

QUALIFICATIONS:

- Minimum 1-2 years of relevant professional work experience preferred
- Athletic Coaching experience preferred
- Events management experience a plus
- Experience managing, training, and leading groups of students
- Experience with managing contracts with outside vendors/partners
- California Drivers License
- Experience in working with K-12 students
- Fingerprinting and TB requirements

Certification Requirements:

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

KNOWLEDGE AND ABILITIES:

- Highly effective and professional communication skills with staff, students, and families
- Ability to meet the driving and transportation requirements.
- Ability to adapt and align on school-related initiatives
- Ability to meet deadlines on a tight schedule
- Manage a high volume of paperwork effectively
- Highly organized, goal-oriented, and focused on outcomes
- Ability to communicate with and build relationships with students and their families in the culturally and linguistically diverse AIMS community
- Ability to uphold and reinforce school policies and procedures when addressing students and families
- Ability to work effectively in fast-paced environments
- Ability to work collaboratively and independently

- Ensure effective positive training, support and supervision of all coaches
- PowerSchool, Canvas, Blackboard, Google Drive, and Calendar,etc. if applicable)
- Professional orientation – appearance, communication, organization, and attitude

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 20 Walking: 75 Sitting: 5

Minimum Body Movement (Frequency): 4

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

Lifting (lbs.): 50 Lifting: 4 Bending: 3

Pushing and/or Pulling Loads: 4 Reaching Overhead: 4 Kneeling or Squatting: 4

Climbing Ladders: 1 Climbing Stairs: 4

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: Pending October 2023 Board Approval