



# AIMS K-12 College Prep Charter District

**Title: Athletic Director**

**Category: Classified**

**Work Year: School Year**

**Employment Type: Part Time**

**Stipend: \$12,000**

**Supervisor: Student Activities Coordinator**

**JOB GOALS:** The Athletic Director at AIMS K-12 College Prep is responsible for the overall leadership and management of the athletic programs, ensuring they operate efficiently and effectively while promoting a positive experience for student-athletes. This role involves strategic planning, program development, resource management, stakeholder engagement, and staff supervision, all aligned with the school's mission and values.

## **ESSENTIAL JOB DUTIES:**

- Develop and implement a long-term strategic vision for the athletic programs that aligns with the school's mission and values.
- Oversee the development and execution of athletic policies and procedures to ensure compliance with CIF and BACSAC regulations.
- Establish and maintain high standards of sportsmanship, academic eligibility, and athletic performance.
- Evaluate the effectiveness of athletic programs, making recommendations for improvements and new initiatives to enhance student engagement and success.
- Collaborate with school leadership to integrate athletic programs into the overall educational experience, emphasizing the development of well-rounded student-athletes.
- Oversee the athletic department's budget, ensuring the efficient allocation of resources and adherence to financial guidelines.
- Secure funding through partnerships, sponsorships, and fundraising initiatives to support athletic programs and facilities.
- Act as the primary liaison with school administrators, faculty, parents, and community partners to promote and support the athletic programs.
- Foster a sense of community and school spirit through athletics by organizing promotional events and activities that engage and establish positive relationships with parents, students, coaches, and other staff.
- Supervise and mentor coaches and athletic staff, promoting professional development opportunities to enhance their skills and effectiveness.
- Lead the recruitment and retention of qualified coaches and staff who align with the school's mission and values.
- Manage the athletic program, including hiring, training and advising coaches and staff on best academics and coaching strategies.
- Ensure student-athletes receive adequate training and opportunities.
- Ensure compliance with school policies by all students, coaches, and parents.
- Create and maintain a positive image for the school and athletic programs within the community.

- Initiate and manage the budgetary process for recruiting, training, and supplying coaches and staff.
- Schedule, develop, and oversee practices and game schedules.
- Provide and explain team practice, game rules, and specific team policies.
- Develop, track and maintain Safety Awareness, Health and Safety, and Title IX programs for athletes and teams to ensure safety program compliance with institutional policies and state laws.
- Negotiate contracts with local vendors for uniforms, equipment, and supplies.
- Develop and maintain accurate records of coaching staff, athletic participation and attendance.
- Coordinate the collection of rosters for program information as needed.
- Maintain communication with Head Coaches through bi-weekly check-in meetings.
- Oversee the scheduling of facilities usage for league or sport team practices.
- Organize promotional events and establish positive relationships with parents, students, coaches, and other staff.
- Attend BACSAC Conferences, Athletic Director meetings and all scheduled sporting events, including but not limited to home games.
- Develop and maintain positive relationships with area athletic directors.
- Submit student-athlete physicals to the 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.
- Build community relations and handle media inquiries.
- Develop and implement processes and procedures for the athletics department to ensure compliance with athletic rules and regulations.
- Ensure equal attention and dedication to both boys' and girls' sports teams.

#### **QUALIFICATIONS:**

- Minimum of 3-5 years of experience in athletic administration or coaching, preferably in a K-12 or higher education setting.
- Strong leadership and organizational skills.
- Excellent communication and interpersonal abilities.
- Knowledge of CIF and BACSAC regulations.
- Experience in budget management and fundraising.
- Commitment to promoting equity and inclusion in athletic programs.

#### **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:**

- Athletic program management and operations.
- Current trends, practices, and developments in interscholastic athletics.
- CIF and BACSAC rules, regulations, and compliance requirements.
- Budget development, financial management, and resource allocation.
- 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 effectively and build relationships with staff, students and their families within 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
- Safety and risk management practices in athletic settings.
- Principles of leadership, team building, and staff development.
- Diversity, equity, and inclusion best practices in athletics.
- Develop and implement strategic plans for athletic programs.
- Lead and motivate a diverse team of coaches, staff, and student-athletes.
- Manage multiple priorities and adapt to changing circumstances.
- Cultivate a positive and inclusive athletic environment that supports student-athlete success.
- Secure and manage financial resources to support program goals.
- Foster relationships with local, regional, and national athletic organizations and partners.

#### **PHYSICAL ACTIVITY REQUIREMENTS:**

- **Minimum Work Position (Percentage of Time):**
  - Standing: 20 Walking: 75 Sitting: 5
- **Minimum Body Movement — None (0), Limited (1), Occasional (2), Frequent (3), Very Frequent (4)**
  - Frequency: 4
  - Lifting (50 lbs.): 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.

**Board Approval: Pending Board Approval**