

ATHLETIC DIRECTOR

The Athletic Director has primary responsibilities in the area of athletics. His/her tasks are to provide leadership and direction in the athletic programs.

DUTIES AND RESPONSIBILITIES

1. The coordination of interscholastic athletics including completion of athletic contracts, submission of athletic schedules and verification of adherence to C.I.F. Southern Section rules.
2. The preparation, coordination, supervision of the athletic budgets.
3. Attend all campus, District and league athletic meetings.
4. Responsible for inventory, storage, repair and ordering of athletic supplies and equipment.
5. Responsible for athletic eligibility.
6. Responsible for maintenance of athletic records.
7. Coordination of sports award banquets and related activities.
8. Coordinate the use of facilities by athletic teams.
9. Arrange for procurement and payment of athletic contest officials.
10. Coordination of athletic transportation.
11. Recommend personnel for coaching assignments and assist in their evaluation.
12. Booster Club liaison.
13. Assist in the supervision of school athletic contests.
14. Advise and assist the administration in the maintenance and improvement of facilities and equipment.
15. Perform other related duties that are assigned by the principal.