

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: May 21, 2014  
Salary Schedule: 253; Row 4

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

### **JOB TITLE:   ATHLETIC DIRECTOR / DEAN**

**JOB PURPOSE STATEMENT:** Under the direction of the high school principal, supervises coaches and athletic programs at the high school level; and serves as an administrator assisting the principal and assistant principals in areas of attendance, school discipline, supervision, and general administrative duties as assigned.

### **JOB FUNCTIONS:**

- Organizes and administers the program of interscholastic athletics
- Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members
- Fosters positive school and community relations by keeping the community aware of and responsive to the athletic program
- Assumes responsibility for the organization and scheduling of California Interscholastic Federation athletic events
- Makes arrangements for game officials, team trainers/physicians, and game personnel required and assumes general responsibility for the proper supervision of home games
- Arranges transportation for athletic contest participants
- Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities in conjunction with Southern Section CIF
- Establishes the physical and academic requirements of eligibility for participation in each sport per C.I.F. guidelines and appropriate Board Policy and verifies the athlete's eligibility
- Prepares and administers the athletic program budget
- Prepares requisitions for supplies, uniforms, and equipment for athletic programs
- Supervises the cleaning, storage, and care of all athletic equipment
- Supervises all ticket sales and fund-raising events connected with the athletic program and assumes responsibility for proper handling of accounting of monies involved
- Arranges details of visiting teams needs (e.g., gymnasium services, field assistance, facility services, locker room accommodations, security matters)

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JOB FUNCTIONS - continued

- Makes all necessary arrangements for the use of non-school playing fields and facilities
- Facilitates the practice schedules for the coaches on the fields and in the gymnasiums in accordance to school wide facility usage and community usage
- Facilitates the opportunity of annual physical examinations for athletes prior to the beginning of each new school year
- Works closely with site administration, facilities director, and the maintenance and operations department in the development and maintenance of safe, standardized and quality athletic facilities
- Assists in the administration of the District approved insurance program that provides optional insurance coverage for school athletes and assumes responsibility for the processing the initial membership fees and maintains such records
- Keeps records of the results of all senior high school athletic contests and maintains a record file of all award winners, stating the date and type of the award, including athletic scholarships
- Directs in school, extracurricular programs designed to foster support for the athletic teams and school spirit among non-participants
- Plans and supervises an annual recognition program for school athletes
- Assists the principal and assistant principals in areas of attendance, student discipline, supervision of extra-curricular programs, clubs, ASB, and general administrative duties as assigned
- Develops effective working relationships with students, staff and the school community
- Maintains effective discipline
- Knows the student code of conduct and other applicable policies related to services
- Communicates (written and verbal) clearly, concisely, and correctly
- Communicates effectively via e-mail and other electronic communications
- Knows and operates computer programs
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Performs other duties as assigned

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines

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PHYSICAL ABILITIES - continued

- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education Required:

- Master's Degree

Experience Required:

- Successful experience as a coach
- Minimum of five years teaching experience

Credential and Licenses:

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential (s)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position