

Sweetwater Union High School District

COORDINATOR OF ATHLETICS

Purpose Statement

The job of Coordinator of Athletics is done for the purpose/s of implementing and maintaining the assigned programs and services of District Programs in conformance to league, section and district guidelines; and serving as a resource to other district personnel and the Director of Student Support Services.

Essential Functions

- Serves as liaison between the Division and local and state athletic authorities for the purpose of addressing matters that impact the Division's athletic program.
- Monitors athletic program/services for the purpose of ensuring stated outcomes are achieved, relevant policies and procedures are met, and services are efficiently provided within budgetary guidelines.
- Serves on a variety of councils/committees (e.g. SD CIF Coordinating Council, Metro League, etc.) for the purpose of representing the District with regards to District athletic programs.
- Supervises student government activities and related meetings for the purpose of providing guidance and facilitating communication between student government representatives and administration, faculty, and community.
- Supports coaches and other administrators for the purpose of achieving the goals of the athletic program.
- Trains athletic coaches for the purpose of ensuring compliance with league/section/district rules and requirements.
- Coordinates a variety of activities (e.g. certification of coaches, athletic schedules, contracts, district athletic allocations, meetings, field trips, etc.) for the purpose of delivering services which conform to established guidelines.
- Acts as the advisor to the student classes, student senate and student leadership class for the purpose of planning and organizing student leadership conferences and other student activities.
- Monitors students and appropriate security services for the purpose of providing for the safety of students participating in extracurricular activities.
- Participates in meetings as required (e.g. boosters, coaches workshops, inter and intra Division committees, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with various policies and procedures, and/or monitoring program components.
- Facilitates meetings (e.g. eligibility hearings, etc.) for the purpose of identifying appropriate actions, developing recommendations, supporting other staff.
- Prepares a wide variety of materials (e.g. agendas, minutes, financial records, athletic schedules, contracts, reports, updates/corrections to league constitution and bylaws, etc.) for the purpose of documenting activities and issues, conveying/gathering information and/or providing supporting materials to others including news media, athletic organizations, sponsors, boosters, etc.

Other Functions

- Supports coaches and other administrators for the purpose of achieving the goals of the athletic program.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: developing effective working relationships; operating standard office equipment including utilizing pertinent

software applications; planning and managing projects and programs; planning and managing projects and programs; overseeing program activities; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices; basic budgeting; purchasing specifications; contract administration; and communications systems.

ABILITY is required to organize a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and cultural backgrounds; establishing and maintaining effective working relationships with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts; setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Education/Experience

Master's degree from an accredited college or university with major course work in education. Three years of successful secondary school teaching experience.

Required Testing

None Specified

Certificates

California Teaching Credential
California Administrative Service Credential

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background
Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224