Job Title: Athletic Director (TOSA)

Basic Function: Under the direction of the high school principal or designee, the Athletic Director is responsible for coordinating the athletic programs for Fowler High School. The job of the Athletic Director is to build the capacity of the athletic department to support the needs of all students. The Athletic Director’s goal is to ensure that the school athletic programs are supported so that students excel and enjoy their competitions.

Management Team Relationships:
- Directly responsible to the principal or designee
- Directly responsible for assigned personnel and athletic programs
- Member of site administrative team
- Serves on a district-wide team to create a P-12 vision and program for student engagement

Representative Duties:

Major Responsibilities
- Organizes, promotes and oversees the conduct of a comprehensive athletic program that is consistent with Board policies, Title IX requirements, State law, CIF bylaws, and League rules and regulations.
- Coordinates Grades P-12 articulation with feeder school administration and coaching staff along with coordination of camps, club activities.
- Evaluates the athletic program on a continual basis and formally evaluates each sport at the conclusion of its season.
- Evaluates the performances of head coaches on a continual basis and formally evaluates each head coach at the conclusion of the season and instructs and monitors head coaches in the evaluation of assistant coaches.
- Recommends changes to the principal after evaluating and determining the need for program additions and reductions, using student interest and overall program efficiency as determinants.
- Confers with the principal to report on athletic matters, to communicate successes and problems, to achieve perspective on the relationship of the athletic program to the total educational program.
- Monitors and communicates circumstances of scholastic and residential eligibility for interscholastic competition.
- Schedules or approves schedules for all events; postpones or cancels events when necessary, giving due notice to coaches, opponents and officials; secures and/or cancels transportation.
- Instructs coaches on the beginning, duration and end of season as well as lengths and frequency of practices, keeping in perspective demands of the activity in relation to other demands in the lives of student athletes.
- Monitors safety practices and procedures, emphasizing and reinforcing safety in all athletic areas for example coordinates insurance requirements for athletes and securing medical personnel for events as required.
- Responsible for effective communications and involvement with students, faculty, parents,
booster groups, and other interested constituencies of the school in matters relating to athletics.

- Responsible for administration of funds that have been allotted to athletics, including budgets, ticket sales, fundraising, and fees.
- Assures the preparation and maintenance of all playing fields and gymnasiums in conjunction with the district maintenance department.
- Provides leadership in the athletic community as to the standards of athletic sportsmanship, conduct, and ethics.
- Provides leadership in the development of an ongoing program of professional growth of site athletic personnel.
- Responsible for presentation to athletes and parents regarding the district’s drug testing policy, athletic code of conduct, insurance plans, and other rules and regulations of the athletic department.
- Represents the athletic program at community functions and other group meetings.
- Coordination of all athletic events, schedules, inventories, and ensures the on-going maintenance/repair of facilities as well as game setup or competition.
- Represents the school at league and CIF meetings as well as attends the management meetings.

Other Duties:
- Perform related duties as assigned.

Knowledge and Abilities:
Knowledge of:
- Knowledge to appropriately manage personnel and programs, communicate effectively, and problem solve.
- Knowledge of curriculum, education code, and district policies.
- Knowledge of implementation of state frameworks and appropriate instructional strategies.

Ability to:
- Ability to sit for prolonged periods.
- Provide directions to others and make independent judgements.
- Keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form.
- Significant physical abilities include reaching/handling, talking/hearing/conversations, near/far visual acuity/depth perception/visual accommodation.

Education/Licenses/Experience:
- Valid credential authorizing services as a California Teacher required.
- Minimum of five (5) years successful teaching experience preferred, minimum of two (2) years coaching experience required; experience as an athletic director or assistant athletic director desired; experience in working with a diverse student population desired.
- Master Degree desired; bilingual skills desired.
- In-depth working knowledge of all sports
- Passion for sports and education.
- Keen understanding of how youth athletes should be developed.
- Valid California Class C Driver’s License
Working Conditions:
Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. The employee is frequently exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

Physical Demands:
While performing the duties of this job, the employee is regularly required to talk or hear; walk; stand; and sit. The employee is frequently required to use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Classification: 33</th>
<th>Number of Days: 205</th>
<th>Board Approval: 6/14/2023</th>
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<tbody>
<tr>
<td>Revised: 05/2023</td>
<td>FLSA Classification: Non-Exempt</td>
<td>Certificated Bargaining Unit Position</td>
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The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The district does not discriminate based on disabilities.