

Rolling Hills Public Charter School

JOB DESCRIPTION

5205P8

Title: **Athletics Director**

Qualifications: The interpersonal, problem-solving, and organizational skills required to supervise the athletic program; the ability to perform the tasks listed below; and such other qualifications of academic, professional, and personal excellence as the Board of Trustees may specify.

Responsible to: Administrator/Principal

Job Goal: Manage and supervise the athletics program with the intent to be self-sustainable and profitable.

Performance Tasks: The Athletics Director will:

- A. Oversee the general athletic program activities
Attend monthly middle school athletic director conference meetings.
Schedule middle school conference and non-conference team games and meets. Coordinate and facilitate home games.
- B. Ensure the collection of necessary insurance documents, release forms and volunteer forms).
- C. Recruit/hire/guide coaches, assistant coaches, including volunteers to coordinate team building activities (e.g. season end party, etc.), to assist during games and program activities as needed (e.g. scorekeeper, etc.), and to facilitate athletic programs for elementary school students.
Coordinate and facilitate home games and transportation needs including bus and carpools to away games.
- D. Develop a master schedule for all gym use and submit to administration for complete coordination of facility.
- E. Be responsible for the marketing and management of any athletic extra-curricular programs and after-school gym use and/or rental, including the securing of the gym and school building after said programs.
- F. Manage the financial aspect of the athletic program, including the preparation of the athletics budget, which is submitted to the Board of Trustees. Manage and track all revenues and expenses and submit a report to the Board of Trustees each semester. Communicate and coordinate with the Charter School any maintenance or replacement of gym and athletic equipment. Approve bill payments related to the athletic program and submit to Business Manager.
- G. Coordinate fundraising efforts with the Charter School "Booster Club" parents (e.g. concessions, promotional sales, etc.)

- H. Communicate the athletic program to the Charter School community.
- I. Assist other departments within the Charter School with programs related to health and fitness.

Terms of Employment: The employment period and salary will be determined by the Board of Directors and the Principal/Administrator. Salary will be based on the Board's approved salary schedule. Employment in this position shall be "at will" and may be discontinued at the discretion of the Board at any time, or without any cause.

Evaluation: Performance of this position will be evaluated at least once a year by the Principal/Administrator.

By signing below, I acknowledge that I have read and understand the above job description.

Employee's Signature

Date

Our Mission: Rolling Hills Public Charter School will kindle understanding and knowledge , imbue students with wisdom, and, cultivate the ability of each student while inspiring genius where we find it.

Procedure History:

Adopted on: 9/13/2012

Revised and Adopted on: