

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Coordinator, District Athletics | CLASSIFICATION: | Certificated Management (UPE) |
| SERIES: | Coordinator III | FLSA: | Exempt |
| JOB CLASS CODE: | 9825 | WORK YEAR: | 12 Months |
| DEPARTMENT: | Student Support Services | SALARY: | Range 47 Salary Schedule B7 |
| REPORTS TO: | Assistant Superintendent, Student Support Services | HR APPROVAL: | 3-5-2022 09-10-2010 |
| | | CABINET APPROVAL: | 2-4-2022 |

BASIC FUNCTION:

Plan, organize, control, and coordinate all districtwide athletic programs and activities for schools, establish and coordinate middle school eSports program, as well as utilization of all district facilities by the community; plan, organize, coordinate, and implement all required training and certification to ensure legal compliance and California Interscholastic Federation (CIF) compliance of all managers, coaches, athletic directors, and other personnel in the district; serve as a district liaison between administrators, personnel, parents, students, and outside agencies.

- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

ABILITY TO:

- Develop and maintain a comprehensive athletic program for schools.
- Ensure legal compliance related to pre-employment, training, and certification requirements.
- Interpret conference, local, and state rules and regulations.
- Develop standards, procedures, and manuals for athletic programs.
- Manage multiple priorities simultaneously with high developed organizational skills and attention to detail.
- Establish and maintain effective working relationships with staff, parents, and the public.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Plan and organize work to meet schedules and deadlines.
- Prioritize and schedule work to meet schedules and timelines.
- Prepare comprehensive narrative, statistical, and fiscal/budget reports.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Outside and office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to monitor various activities, read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.