

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

TITLE Coordinator, District Athletics & Student Support Services

### QUALIFICATIONS

**CREDENTIAL:** Required Appropriate Administrative Credential

**EDUCATION:** Required M.A. or M.S.

**EXPERIENCE:** Required A minimum of three years of successful experience in teaching or site-level administrative service.

Desired Demonstrate a clear understanding of the State/Southern Section governance and CIF-SS Bluebook bi laws. Demonstrate a strong foundation and understanding of California high school athletic programs. Possess at least 5 years experience as a Head Varsity Coach or 5 years experience as an Athletic Director.

**PERSONAL QUALIFICATIONS:** Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

### BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent of Educational Services and the Director, Student Services, the Coordinator, District Athletic Director & Student Support Services is responsible for the planning, development, organization, implementation, and evaluation of the interscholastic athletic programs within the Redlands Unified School District. The Coordinator, District Athletic Director & Student Support Services will coordinate student support services for programs designed to promote student connection to school and assures compliance with laws, codes, and regulations governing schools.

### DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, successful job performance will be demonstrated by satisfactory completion of the following duties and responsibilities:

1. An athletic chain of command will be developed and established to ensure leadership and coordination with schools to maintain competitive, ethical standards throughout the District's interscholastic athletic programs and Redlands Student Connections.
2. All Board policies, procedures, and rules pertaining to athletics will be appropriately monitored.
3. Appropriately disseminate the laws, regulations, and codes governing schools and children into programs and activities designed to promote school achievement in underserved student populations.
4. Engage families as partners in the educational process; provide ongoing communication to families which include, but are not limited to, in-depth written reports containing assessment data, classroom observations, and individual progress reports.

5. Maintain and oversee methods of program evaluation, accountability, tracking/monitoring, and reporting of data related to underrepresented student populations in order to improve student success and to respond to LCAP objectives.
6. Recommendations and assistance with the development and implementation of District and league goals and objectives will be effectively rendered.
7. The advancement of the competitive athletics program within the District and within the local and greater community will be coordinated with the CIF and other local entities.
8. Work with site principals and provide input regarding the evaluation of the effectiveness of the sites' athletic coaches and program expectations will be provided.
9. District selection process procedures for athletic vacancies will be initiated, monitored, and coordinated and completed in compliance with CIF and District policies and requirements.
10. Timely and appropriate communication with the California Interscholastic Federation (CIF) and notification to schools of any changes of rules, regulations, or interpretations that might affect the league competitions will be maintained.
11. Liaison duties with other appropriate interscholastic athletic agencies such as National Federation of High School Sports, CIF State, Section, and local league agencies will be effectively performed.
12. All paperwork related to intra- and inter-athletic transfers will be effectively coordinated in a consistent and timely manner with CIF and Redlands Unified School District athletic programs.
13. Residential athletic eligibility will be effectively coordinated and supervised.
14. Athletic disputes referred to the District level will be effectively mediated and resolved.
15. Appropriate leadership, support, and guidance will be provided to athletic booster clubs to ensure appropriate compliance with handbook guidelines and District policies, procedures, and requirements.
16. Current information regarding appropriate safety measures related to each sport will be disseminated to principals and coaches in a timely manner.
17. Incident/accident reports will be compiled and submitted to the District Safety Manager and CIF representative in accordance with District and league requirements.
18. The provision of adequate medical supervision at all home athletic contests will be ensured and monitored.
19. Player and coach handbooks will be appropriately developed, maintained, and the rules monitored and enforced.
20. Information will be provided to all athletes, coaches, and parents regarding school policies, procedures, and requirements related to athletic programs.

21. Assistance to the principal with appeals hearings for suspended athletes will be provided.
22. In accordance with CIF regulations, meetings with feeder schools to promote increased student involvement in the District's athletic programs will be scheduled and facilitated.
23. District and site level athletic website information and publicity will be appropriately monitored.
24. Use and oversee the "Schedule Star" program and related contracts.
25. Departmental athletic budgets, including recommendations for the establishment of fee schedules for various events and activities will be prepared, administered, and monitored.
26. Oversight for payroll disputes for athletic assignments will be provided.
27. Oversight for the maintenance, repair, and renovation of athletic equipment will be effectively rendered.
28. Athletic budgets (athletic portion of principal's discretionary budget and ASB athletic budget) will be monitored and supervised.
29. The establishment of schedules, provision of officials, and transportation for students for all athletic contests will be effectively coordinated.
30. Work to maintain, develop, and enhance Athletic Facility Development will be monitored and addressed in conjunction with site representatives.
31. Chair, conduct, and supervise various discipline and attendance hearings as well as coordinate hearing panels and ensure due process in all cases.
32. Coordinate the School Attendance Review Board (SARB) process for the District. Supports the planning and organization of the District's pupil attendance programs, including truanancies.
33. Serve as a leader, advocate, and resource person in matters relating to athletics and other at-risk students.
34. Work with Special Services staff to identify at-risk students' special education needs and resources including Individual Educational Plans (IEPs), 504 Plans, and Behavior Support Plans (BSPs).
35. Assist the Human Resources Division in the recruitment of highly qualified staff; develop and implement a meaningful pipeline to recruit, select, and retain a diverse work force.
36. Assist with the coordination of support services to ensure all students have equitable access to educational services.
37. Provide timely and effective communications regarding incidents and/or situations which might impact the District, its divisions, or its schools.
38. Maintain and cultivate the external and internal image of the District, its divisions, and its schools.

39. Establish annual goals and objectives as deemed appropriate by the supervisor.
40. Reports will be appropriately and comprehensively prepared as directed by District administration.
41. Other duties as assigned.