

ORANGE UNIFIED SCHOOL DISTRICT

**ADMINISTRATIVE DIRECTOR, ATHLETICS/ACTIVITIES  
AND SCHOOL CONNECTEDNESS**

**DEFINITION**

Under general direction of Educational Services Executive Cabinet Level Administrator, to coordinate the planning, organization, and management of the District's secondary extra-curricular and co-curricular programs and projects; to forecast and develop project budgets, and implement expenditure control systems; to plan, organize, and coordinate extra-curricular and co-curricular programs and activities, including extra-curricular and co-curricular program compliance and project quality including facilities usage permits, facilities agreements, and Fred Kelly Stadium management; to provide assurance/accountability for the District's extra-curricular and co-curricular programs; to actively participate, coordinate and provide leadership in school-wide planning activities related to school climate and school connectedness; and to perform other related functions as directed.

**DISTINGUISHING CHARACTERISTICS**

This position classification requires subject matter expertise commonly taught in public schools, knowledge of extra-curricular and co-curricular programs, and strategies related to the development of a strong school culture and school connectedness for students. Directly related extra-curricular, co-curricular, and professional development administrative experience is necessary to ensure success in the District school climate and school connectedness leadership role. The job requires the ability to analyze program and project issues and concerns, and offer alternative problem solutions. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of the extra-curricular and co-curricular programs and instructional services of the organization. The position classification has supervisory and management responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. Frequently meets with teachers, school administrators, ancillary staff, administrative personnel, community members and public agencies to influence, motivate and monitor the results of school climate and school connectedness operations and programs. This position classification performs light work, but does require walking and standing for extended periods. The job also requires the accurate distinguishing of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing and receiving oral information and direction. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**ESSENTIAL DUTIES**

- Plan, organize, coordinate, and monitor the secondary schools extra-curricular and co-curricular programs, specifically athletics and activities.
- Provide expertise in secondary extra-curricular and co-curricular programs, and develop, maintain, improve, and expand school climate and school connectedness opportunities.
- Supervise and monitor the allocation of extra-curricular and co-curricular program human and monetary resources to maximize student growth and achievement.

- Plan, organize, develop, coordinate and conduct a variety of professional development programs, including diversity awareness, Title IX compliance, CPR/First Aid, AED, CIF Coaches Training, and other in-service training programs related to extra-curricular and co-curricular programs.
- Investigate complaints involving Title IX and ADA issues as it relates to equity and access in extra-curricular programs.
- Cultivate culturally proficient programs that will increase equity, access and diversity.
- Establish communication feedback systems and processes for monitoring and accountability for the extra-curricular and co-curricular programs.
- Assist in the recruitment, training, supervision, and evaluation of extra-curricular and co-curricular certificated and non-certificated personnel.
- Serve as a direct resource for secondary schools with the recruitment, training and retention of coaches, ancillary personnel, and directors.
- Plan, coordinate, organize, and manage Fred Kelly Stadium.
- Plan, coordinate, organize, and manage the OUSD account with the NCAA Clearinghouse.
- Plan, coordinate, organize, and manage OUSD Athletic and Activities Directors meetings.
- Plan, coordinate, organize, and manage after school enrichment programs in athletics for OUSD Middle Schools.
- Identify and seek out special funding, and plan, organize, develop, and coordinate grant application proposals.
- Provide advice and counsel to District and members of the education community concerning extracurricular and co-curricular programs.
- Represent OUSD interests with the Orange County Athletic Directors Association and California Athletic Directors Association.
- Assist in the development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated service and employee agreements.
- Serve on district and community committees relating to athletics and recreation as requested.
- Coordinate the use of district facilities and fields to meet the needs of the middle school, high school, and community.
- Hold pre-season meetings with field users to best meet the needs of the district and community.
- Assist fields and grounds supervisor(s) with inspecting fields and facilities and recommending repair or maintenance in a timely manner prior to events.
- Assist fields and grounds supervisor(s) on initial layout and lining of the athletic fields at the beginning of each season and for special events.
- Meet regularly with the Deputy Superintendent and/or Executive Director of Secondary Education to discuss challenges, successes, and needs of the athletic program.
- Represent the schools and district at CIF meetings and events.
- Communicate issues regarding athletic facilities and fields to the grounds supervisor(s) or facilities director(s).
- Maintain an open and constant line of communication with the site athletic directors to fulfill both the middle school and high school athletic programs.
- Coordinate publicity and news releases related to athletics and activities.
- Ensure that mandatory pre-season athlete, parent, and coaches meetings are conducted per School Board policy.
- Ensure that all student athletes and parents have been notified of the rules and regulations pertinent to participation in athletics.

- Ensure that all athletic injuries are reported, documented, and filed per district protocols.
- Ensure a program of athletic training to educate students, parents, and coaches on proper training protocols to minimize injury.
- Ensure that all participants in athletics have a physical examination, proper permission forms, and insurance verifications before the start of tryouts per school board policy.
- Ensure that student eligibility for participation in athletics is confirmed per CIF and school board policy.
- Ensure that appropriate recognition programs are provided for student athletes.
- Ensure that monthly school site athletic calendars are created and maintained by site administration.
- Ensure that on-site athletic activities are properly supervised, including school recesses and summer break.
- Ensure that all coaches are evaluated on an annual basis.
- Ensure that site administrators follow correct protocols and procedures in interviewing and making recommendations to renew coaches or hire new coaches.
- Ensure that all prospective coach hires complete the application and background investigation processes prior to working with students.
- Perform other duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Principles, practices, trends, goals, and objectives of public education;

Philosophical, educational, fiscal, and legal aspects affecting extracurricular and co-curricular projects and services, including Title IX, California Interscholastic Federation (CIF) rules, National Collegiate Athletic Association (NCAA), California Department of Education rules, and School District Policy;

Organization, management, planning, and evaluation strategies, techniques, and procedures;

Development, promotion, and maintenance of positive school culture and school connectedness.

### Ability to:

Plan, organize, and coordinate the District extracurricular and co-curricular programs and projects;

Plan or provide trainings in the area of extracurricular and co-curricular programs;

Plan, organize, develop, and implement budget planning, and expenditure control processes and procedures;

Evaluate and analyze complex problems, issues, and concerns, recommend appropriate alternative solutions, and make effective and timely decisions;

Communicate effectively in oral and written English;

Establish and maintain cooperative organizational, public, and educational community relationships.

## **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

### Experience:

Five years of public school teaching experience, and five years of experience in an administrative position performing extra-curricular and co-curricular program supervision, including experience as a secondary school site principal.

Education:

Administrative Services Credential; possession of a Master of Arts or higher degree in education, administration, curriculum, instruction, or other related field(s).

**License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**

Insurability by the District's liability insurance carrier.