



"Every child, every chance, every day."

Santa Barbara Unified School District

720 Santa Barbara Street, Santa Barbara, CA 93101 Phone 805-963-4338, TDD 805-966-7734, Fax 805-965-9561
www.sbunified.org

Title: Athletic Director -Teacher on Special Assignment (TOSA)

Reports to: Site Principal

Salary Schedule Range: Depends on Experience (Highest placement would be at Class III, Step 10 of the Teacher Salary Schedule- available online in the Human Resources section of District website) Annual stipends for a Master's and Doctorate degrees.

Benefits: Eligible to participate in District health, vision, dental and term life insurance.

Contract Days: 200 days

Purpose of Position: To provide leadership to carry out the vision of the athletic program as well as support the day to day operations of the athletics.

Essential Functions:

- Must be a highly qualified and competent teacher, who is committed to the welfare and education of all students.
- Will maintain professional competence through participation in in-service education and/or in self-selected professional growth activities.
- Provide leadership and oversight of the athletic program.
- Attends the athletic events of their school whenever possible
- Will work in conjunction with the Principal to supervise home and away events.
- Knows, understands, and demonstrates a knowledge of School Board Policy, Channel League rules, and CIF rules related to the athletic program.
- Inspires good sportsmanship and requires good sportsmanship from all.
- Insures that all coaches are fully qualified to teach their sport and to effectively handle athletes.
- Is governed by the principle of what is best for the athletes at all times and concerned with the health and safety of athletes at all times.
- Insures that athletes meet all eligibility and procedural requirements, such having a physical, completing an emergency card, signing the athletic code, and securing insurance when needed, before competing in a contest.
- Insures that guests are welcomed and treated properly by the school staff, the athletes, the parents and the public at all times.
- Always listens to both sides in a dispute before making a decision.
- Runs his/her office and the athletic department in a professional manner.
- Responsible for seeing every coach is properly certified including fingerprinting, tuberculosis testing, coaches' trainings, first aid and CPR training.
- Schedules competitions with other schools and confirms the competitions with scheduling contracts.
- Establishes an athletic budget, in consultation with the principal that is fair to all teams and observes Title IX requirements.
- Works with the business office to follow all ASB and District fundraising guidelines.
- Maintains an athletic facilities calendar that is up to-date, ready available for all to see, and allows fair access to all teams that need a facility for practice or a competition.
- Works with the principal and head coaches to fill coaching vacancies with the most qualified candidates.
- Works with the CIF liaison to schedule referees.

- Works with the equipment custodian to maintain inventory, to see that equipment is safe, and to purchase new equipment when needed.
- Develops community support by being visible, and accessible to athletes, parents and the community.
- Insures that all timers, scorers, announcers, ticket sellers and takers, security, and custodians are responsible adults who scheduled in advance and meet their obligations.
- Works with the gardeners, the custodians and the maintenance crews to prepare the physical plant for all sporting events.
- Responsible for seeing that outside lights are dimmed 15 minutes after an event ends as a means of encouraging spectators to leave.
- Responsible for seeing that all outside stadium lights are shut off no later than 11 p.m.
- Responsible for paying all entry fees to contests on-time.
- Responsible for requesting transportation to all events in a timely manner.
- Responsible for sending schedules of sporting events to the media.

Working Conditions & Physical Demands:

- Ability to work at a desk, conference table or in meetings of various configurations.
- Ability to stand and circulate for extended periods of time.
- Ability to see for purposes of reading laws and codes, rules and policies, and other printed matter and observing students.
- Ability to hear and understand speech at normal speech levels.
- Ability to communicate so others will be able to clearly understand normal conversation.
- Ability to lift up to 25 pounds.
- Ability to carry up to 25 pounds.
- Moderate to high stress levels.
- Work is predominantly in school environment.
- Climate is normal; occasional adverse weather conditions.
- Daily contact with students, teachers, and school staff.
- Regular contact with parents, community members and outside agency personnel.

Abilities and Knowledge:

- To establish rapport and work constructively with staff, students, parents, and community members.
- Ability to carry out a vision of positive coaching, good sportsmanship, and healthy competition across athletic program.
- Demonstrate a deep understanding of head coaching positions and the teaching approach needed in each program.
- Understanding of a Student-centered, growth mindset approach.
- Understanding and working knowledge of budgeting.
- Deep familiarity with CIF guidelines, rules, and regulations.

Required Qualifications:

- Must possess a valid California Single Subject credential with an EL authorization

The District reserves the right to update, revise or change this job description and related duties at any time.