



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 54-2022/23
DOCUMENT NO. 35-2022/23
DATED 02/15/2023

DIRECTOR OF ATHLETICS AND COMMUNITY ACTIVITIES

DEPARTMENT/SITE: School Leadership

SALARY SCHEDULE: Classified Management

SALARY RANGE: 31

WORK CALENDAR: 261 Days

REPORTS TO: Assistant Superintendent of
School Leadership

FLSA: Exempt

PURPOSE STATEMENT:

Under general direction of the Assistant Superintendent of School Leadership, the Director of Athletics and Community Activities is responsible for directing, planning, coordinating, and leading all after school athletic programs and community activities for the students of the District. This position provides direction to meet the District's goals for the organization of recreation, sports, and outdoor recreation programs, activities, and coordinates with other service areas, outside agencies, the public and community in compliance with the District, State, Federal and League Requirements. The incumbent in this classification provides the school community with leadership in student athletics and community activities for youth programs which directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in the preparation of budget related to assigned activities; oversees budget implementation; recommendations regarding the forecast of additional funds, and approves expenditures.
- Assists with recruiting, hiring, training, scheduling, supervising, evaluating the assigned employees and volunteers.
- Attends assigned meetings and trainings; interacts with outside agencies and commissions; participates in teams, or committees, or associations, as needed.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Confers with and makes recommendations to the Assistant Superintendent of School Leadership regarding projects and programs and assists in the development and implementation of District strategic plan.
- Create community partnerships to leverage existing resources.
- Developments, reviews, and implements the budget for recreation services and programs.

- Develops, coordinates, and implements various recreational activities, and programs.
- Develops and reviews policies, rules and procedures for effective operation recreation services.
- Makes presentations before various groups, committees, and on and off-site public meetings; participates in community events; creates community partnerships.
- Manages, oversees, reviews and coordinates the work of recreation staff, programs and special related events, including facilities rentals, class registrations, sporting events, youth, and teen programs.
- Manages, oversees, reviews, staffs, plans and coordinates the provision of District's services for recreation, sports, prevention and intervention programs, community events, and related programs.
- Meets and engages with individuals, community groups, school personnel, and advisory groups to ensure that programs and activities are meeting the needs of the community.
- Promotes recreation facilities, programs, services, and special events through outreach efforts which may include public service announcements, radio promotions, flyer distribution, and presentations throughout the District.
- Organizes, schedules, and facilitates daily, weekly, monthly, and seasonal activities throughout the school year at the District's recreation facilities.
- Provides supervision and direction regarding budgets, staffing, and supplies.
- Recommends and administers policies and procedures related to the use of District facilities, effective use of recreation areas, facilities and services and recommends appropriate changes and/or solutions to problems.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Procedures for implementing recreational activities and programs
- Program content for athletics, arts and crafts, teen programs, and early child programs
- Personnel management, motivation, supervision, and evaluation
- Program planning and budgeting
- District policy, procedures, organization, and locations
- Modern principles, management practices and techniques of Recreation Management, programming and resource development including park, recreational, cultural, prevention, sports and community-wide activities.
- Modern operating principles, practices and techniques of recreation and facility management.
- Recreational, cultural and social needs of all age groups and people of diverse backgrounds
- Modern office procedures, and methods including computer equipment
- Budgeting development and administration
- Principles and practices of supervision, staff selection, motivation, training and personnel management.
- Principles of effective time management
- Knowledge of pricing principals in determining programs fees and costs

- Principles of effective public speaking, marketing, conflict resolution and excellent customer service

Skills and Abilities to:

- Contribute to the successful fulfillment of District Mission; work cooperatively with district personnel, parents, and community representatives
- Work cooperatively with district personnel, parents, and community representatives
- Learn and appropriately apply District policies and procedures and other regulations related to the position
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Resolve conflicts under stress representing the District to the community, and other settings as required
- Apply integrity and trust in all situations
- Effectively formulate, organize and manage sound divisional policy in the areas of recreation programs
- Analyze and research community problems and plan philosophies, goals, objectives, policies and procedures which are tangible, achievable and measurable to meet needs; determine community needs; establish and maintain excellent community relations
- Plan specialty community programs and for major events
- Work well under pressure; work such hours as are necessary to accomplish the job.
- Plan, initiate, and manage complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines
- Lead, manage, evaluate and train personnel effectively and maintain discipline
- Manage, project and administer a budget
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work
- Communicate effectively, orally, electronically and in writing

RESPONSIBILITY:

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the organization's services

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Bachelor's degree from an accredited college or university with significant course work in the areas of Athletics/Physical Education, Recreation Management, Recreation Administration, Program Management, Public Administration or related fields.

EXPERIENCE REQUIRED:

Five (5) years of successful teaching experience in a K-12 school District and three (3) years performing administrative and supervisory oversight in athletic and recreation with youth programs.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive to various District sites

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and outdoors and requires walking and standing for extended periods
- Lifting students or objects such as boxes containing documents up to 25lbs.
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling or crouching to retrieve and store materials
- Visual acuity to see/read documents and computer screen
- Ability to speak in audible tones so that other may understand clearly in normal conversations and on the telephone