

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
SPECIALIST, INTERSCHOLASTIC ATHLETICS

Job Purpose

Functions as a resource person to principals, other administrators, coaches, athletic directors, community groups and public agencies in the initiation, development, interpretation, and evaluation of high school athletic programs.

Responsible to

Coordinator, Interscholastic Athletics

Subordinates

Certificated and classified personnel as assigned

Functions

Essential Functions

1. Assists in the supervision of the athletic program at the high school level.
2. Assists administrators, athletic directors, coaches, staff, and members of the community in the interpretation of the rules and policies of the high school athletic program.
3. Assists with the planning of athletic programs that include LAUSD schools and independent charter schools on the same campus and with the reconfiguration of athletic programs on school campuses that include pilot schools.
4. Monitors the operations of the Middle School Intramural Program and provides direction and guidance on athletic policies through the middle school articulation process.
5. Participates in a program of school visitation designed to assist coaches, athletic directors, and students in specific problem areas related to the athletic program.
6. Assists in the planning and implementation of in-service education activities to provide for the professional growth of employees involved with the high school athletic program.
7. Participates in staff meetings, conferences, and committee work to support the athletic directors at the schools, improve athletic schedule development, and facilitate the processing of athletic coaching assignments.
8. Correlates activities with those of other supervisors and agencies to promote an integrated and coordinated educational program.
9. Oversees and monitors the ordering of buses and other transportation issues to ensure compliance with LAUSD policies.
10. Assists with the pre-season coaches' meetings.
11. Assists in the preparation of reports and in the maintenance of records relating to the high school athletic program.
12. Assists with monitoring the certification of paid and volunteer coaches as per California Interscholastic Federation (CIF) and state regulations.
13. Assists in the evaluation of the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Education

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.
3. At least two semester units each (six semester units total), or the equivalent, of coursework in culture, language, and methodology to meet the requirements of the District's Master Plan for English Learners.

For additional information on Master Plan requirements, refer to the current policy bulletin on "Culture, Language, and Methodology Requirements for Administrators."

Experience

Minimum of five years successful full-time certificated experience.

Note: For definitions of years of service, refer to Policy Guide E23.

Credentials

A valid California Administrative Services Credential authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of fundamental principles and accepted practices, current trends, literature, and research in the areas of physical education and athletics programs.
2. Knowledge of effective administrative and managerial practices and ability to implement them.
3. Skill in facilitating group processes, including consensus building and conflict resolution.
4. Ability to communicate and to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
5. Knowledge of staff development and in-service resources and the ability to implement them.
6. Ability to access a variety of evidence-based methods, techniques, and practices in the field of Physical Education.
7. Ability to conduct oneself in a professional manner that effectively represents LAUSD and the Athletics Office.
8. Ability to compose and comprehend written communication.
9. Ability to effectively utilize computer technologies, such as email, word processing programs, and advanced technology.
10. Ability to make formal public presentations.
11. Ability to observe, utilize, and evaluate subordinates effectively.
12. Ability to travel to other sites/location.

Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

NOTE: This is a Master Salary (G) Table classification.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JRT