

AD Responsibilities 2016/2017

Coach Fischel

- Boys Teams, Coaches, and Game Contracts
- 6th period after school weight room (scheduling of teams/staffing)
- District ACLU funds (paperwork and tracking)
- Record Board/Banner Updates
- CIF transfer paperwork
- CIF communication
- PCL (scheduler, meetings, communication)
- Principal Meetings
- Lunch Clean up Schedule
- CIF Participation and Ball Survey
- CIF Dead Period Form
- Super Boosters
- Communication with Referees and CIF for Boys Teams
- Athletic Adjunct Duties
- Staff Athletic Updates

Coach Cullinan

- Girls Teams (including Dance and Cheer), Coaches, and Game Contracts
- CPR clearance
- Banquet/Scholar Athlete Certificates
- Coordinate with ASB for activities
- Google Docs for forms and schedules for walk on coaches
- Grade Check
- Booster club attendance for girls teams
- Women In Sports Conference
- CIF schedules/playoff forms
- CIF rosters
- Banquet/Senior Plaques
- Letterman Jacket Supplies (w/Sissy)
- Hiring Paperwork
- Coordinate Impact Testing w/ Trainer
- Beckman Staff /Leadership meetings
- Coordinate w/ Band, Chorus, and Flags for facilities and Coach Hiring
- Communication with Referees and CIF for Girls Teams
- District Communication

Shared

- Coaches meetings
- Coaches Handbook
- Facilities
- Pancake Breakfast/Shoe Drive
- Student Athlete of the Month
- Athletic Leadership
- CIF Dinners and Awards Banquets
- Athletic Supervision w/ Admin
- Coaches Hiring/Evaluations/Discipline
- Gym, Commons, and Dance Room Calendars/Scheduling
- 6th Period Kids in off season
- Athletic Calendar Meeting (once a week)
- District AD/Superintendent meeting
- ASB Budget