



NOTICE OF VACANCY

Human Resources
602 Orchard Street, Arroyo Grande, CA 93420
(805) 474-3000, ext. 1194

February 11, 2026

CERTIFICATED NOTICE OF VACANCY ATHLETIC DIRECTOR ARROYO GRANDE HIGH SCHOOL 2026-2027 SCHOOL YEAR

We are now accepting applications for the following certificated position(s) beginning in the 2026-2027 school year.

POSITION(S): [Athletic Director, Arroyo Grande High School](#)

REQUIREMENTS:

- Valid Clear California Teaching Credential with an authorization to teach any subject matter in grades 7-12 in a departmentalized setting.
 - Position requires a full credential: Permits and Internships are not eligible
 - Position does not meet the requirements to participate in Induction (TIP)
- CLAD/BCLAD/EL Authorization
- Hold and maintain a first aid certification and CPR certification
- Hold and Valid California Driver's License
 - Upon hire, may be required to receive an approved DMV clearance to transport students
- Prior teaching experience
- Prior coaching experience
- See the job description for additional information

WORK DAYS: 214 days, 1.0 FTE

SALARY: Annual entry level salary placement from \$70,414 to \$117,203 for a full time position at 214 days; Salary based prorated based on start date, FTE, and on prior experience and semester units above Bachelor's degree. Additional \$6,000 annual stipend.
[2024-2025 Certificated Salary Schedule](#)

HEALTH BENEFITS: [2025-2026 Certificated Health Benefits Plans and Rates](#)

PROCEDURE FOR APPLICATIONS:

- All interested outside applicants may complete an online application via Frontline and include a letter of interest, resume, three (3) current, signed letters of recommendation, and verification of valid credentials/certifications.
<https://www.applitrack.com/LMUSD/onlineapp/>
- All interested current temporary LMUSD contracted employees may apply as an [internal candidate via Frontline](#)
- All permanent certificated contracted employees may submit a [Transfer Request Form 2026-2027](#)

APPLICATION DEADLINE: **Open Until Filled**

The provisions of this Notice of Vacancy do not constitute a contract expressed or implied and any of the provisions contained herein may be modified or revoked without notice. The Lucia Mar Unified School District prohibits unlawful discrimination, intimidation, harassment (including sex-based harassment) or bullying based on a person's actual or perceived race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; reproductive health decision making; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; veteran or military status; or genetic information; or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Jennifer Handy, Assistant Superintendent of Human Resources at 602 Orchard Street, Arroyo Grande, California, 93420. Phone: 805-474-3000 ext. 1190 Email: jennifer.handy@lmsud.org

AN EQUAL OPPORTUNITY EMPLOYER

**LUCIA MAR UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES**

602 F Orchard Street, Arroyo Grande, CA 93420 805-474-3000

**CERTIFICATED
JOB DESCRIPTION**

REVISED DATE: **April 23, 2024**
TITLE: **ATHLETIC DIRECTOR, Grades 9-12**
SALARY RANGE: Placement on the District Certificated Salary Schedule is based upon years of full-time credentialed teaching experience and units of college coursework beyond a Bachelor's Degree.
WORK YEAR: 214 work days according to the District Instructional Calendar
EXEMPTION STATUS: Exempt - Teaching Professional Employee Exemption – FLSA

DESCRIPTION:

The Athletic Director plans, and administers all athletic programs and operations in compliance with guidelines and regulations determined by the administration, Board of Education, state and federal agencies. The Athletic Director will support and enhance the district's program. The Athletic Director will be the primary educator, overseer, enforcer, and interpreter of CIF and Athletic regulations. The Athletic Director will utilize all the resources available to establish a cooperative relationship with parents, staff members and administrators to support each student's opportunity to learn and grow in educational and life experiences. The position of Athletic Director shall include active participation in the school's operation to support a positive learning environment.

MINIMUM REQUIRED QUALIFICATIONS:

- Credential: Valid California teaching credential with an authorization to teach any subject matter in grades 9-12 in a departmentalized setting. Specific type of credential shall be determined based on need.
CLAD/BCLAD/EL Authorization (Emergency permits are not accepted).
- Education: A Bachelor's Degree, including all courses and/or exams needed to meet credentialing and subject matter competency.
- Experience: As mandated by the state, and accepted by the school district.
- Personal Qualities: Resourceful, innovative, helpful, diligent, persistent, and a willingness to work with colleagues and students.
- Additional: Hold and maintain first aid certification and CPR certification.
Valid California Driver's License

PREFERRED:

- Experience: Minimum five (5) years teaching experience.
Minimum five (5) years coaching experience.

DUTIES AND RESPONSIBILITIES:

A. **INSTRUCTIONAL:**

1. Coordinates the secondary school athletic program in collaboration with principals and coaches to ascertain programmatic needs on an annual basis, as well as prior to each season to ensure consistency of program.
2. Initiates the recruitment and selection of coaches and makes employment recommendations to administration.
3. Supervises all coaches at the secondary level.
4. Schedules all high school athletic contests, issues contracts for the contest, and maintains the proper and necessary records.
5. Ensures officials are scheduled and contracts are issued for all high school contests.
6. Arranges transportation for all away athletic games and events.
7. Supervises the preparation of, and verifies all athletic eligibility lists.
8. Oversees the supervision of all volunteers who work in the athletic programs.
9. Supervises athletic funds, prepares and administers a detailed operating budget for the athletic program and submits it to the school administration.
10. Orders all equipment and maintains a current inventory of all athletic equipment.
11. Advises and ensures all coaches conform with Board policies and regulations, California Interscholastic Federation league policies and regulations and with state and federal laws. Attends league and district meetings.
12. Ensures all coaches have successfully completed required pre-employment requirements and inservice programs.
13. Supervises and is responsible for preparation of home athletic events.

14. Provides leadership for, and serves as liaison to, high school athletic booster groups and coordinates, with coaches, support groups for specific athletic programs.
15. Teach a regular class at the secondary level, depending on the need of the school.

B. STUDENT MANAGEMENT:

1. Maximizes opportunities for student success by creating positive mentoring and working relationships with students and colleagues.
2. Is a role-model for students regarding life-long learning and professional behavior.
3. Establishes and implements positive behavior and restorative justice strategies to manage student behavior and resolve disciplinary issues.
4. Provides students with additional instruction as required if they need support in academic skill development.

C. PROFESSIONAL:

1. Maintains positive staff relations; works closely with the site principal to collaboratively lead the school through shared decision-making processes.
2. Cooperates with other professional staff members to identify student needs and develop assessments to solve health, attitude, and learning challenges.
3. Participates in faculty committees, meetings and other faculty sponsored programs supporting the educational program.
4. Demonstrates regular and timely attendance.
5. Promotes a positive image of public education; willingly engages with community and business partners to be incorporated as a resource in curriculum and/or athletic development and student projects.
6. Attends and participates in required in-service activities.
7. Meets deadlines; maintains appropriate records and prepares progress reports as required; follows district promotion policy.
8. Follows District and Schools' policies.

ESSENTIAL JOB FUNCTIONS:

A. PHYSICAL - Employee in this position must have the ability to:

1. Stand and sit for extended periods of time.
2. See and read printed matter with or without vision aids.
3. Hear and understand speech at normal levels and outdoors.
4. Speak English so that others may understand at normal levels.
5. Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 50 pounds to waist height.
6. Move throughout the building and school grounds as necessary.

B. MENTAL - Employee in this position must have the ability to:

1. Concentrate on a single task for up to two (2) hours at a time.
2. Learn quickly and adapt to a variety of technology, machinery, instructions, and task methods.
3. Meet deadlines in terms of work assignment schedules.
4. Speak and write in a clear, concise manner.

C. SOCIAL - Employee in this position must have the ability to:

1. Interact daily in person with other members of the school staff and community, and possess comfortable interpersonal skills and cooperative attitudes.
2. Because of the urgent nature of duties and because the work product of the position is interdependent with that of other staff, consistent attendance is required.
3. Convey an understanding, patient attitude toward other students, parents, staff and members of the community.
4. Maintain the privacy of confidential information including student grades, progress, etc.

NOTE: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Mandatory Child Abuse Reporter: This position is designated as a Mandated Reporter. The Athletic Director shall report in accordance with California state regulations who observe, have actual knowledge, or reasonably suspect child or elder/dependent abuse or neglect to appropriate agencies.

CANDIDATE SELECTION: The Candidate selected for this position will be required to present prior to the first date of employment: 1) A social security card; 2) proof of tuberculin test prior to the first day of hire; 3) pass State and Federal fingerprint clearances; and 4) complete all pre-employment training including but not limited to Child Abuse Reporting and Sexual Harassment/Abusive Conduct.

The Lucia Mar Unified School District prohibits unlawful discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Jennifer Handy, Assistant Superintendent of Human Resources at 602 Orchard Street, Arroyo Grande, California, 93420. Phone: 805-474-3000 ext. 1190 Email: jennifer.handy@lmusd.org or the 504 Coordinator: Linda Pierce, Director of Student Services, 227 Bridge St., Arroyo Grande, 805-474-3000 ext. 1189, linda.pierce@lmusd.org

ALL MATERIALS ARCHIVED FOR THIS POSITION ARE THE PROPERTY OF THE LUCIA MAR UNIFIED SCHOOL DISTRICT
AND MAY BE REVIEWED BY BUT CANNOT BE RETURNED TO THE APPLICANT.

AN EQUAL OPPORTUNITY EMPLOYER

**LUCIA MAR UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES**

**CERTIFICATED
JOB DESCRIPTION**

REVISED DATE: November 12, 2019
TITLE: **Athletic Director, Grades 7-12**
SALARY RANGE: Placement on the District Certificated Salary Schedule is based upon years of full-time credentialed teaching experience and units of college coursework beyond a Bachelor's Degree.
SCHEDULE: 184 work days according to the District Instructional Calendar
EXEMPTION STATUS: Exempt - Teaching Professional Employee Exemption – FLSA

DESCRIPTION:

The Athletic Director plans, and administers all athletic programs and operations in compliance with guidelines and regulations determined by the administration, Board of Education, state and federal agencies. The Athletic Director will support and enhance the district's program program. The Athletic Director will be the primary educator, overseer, enforcer, and interpreter of CIF and Athletic regulations. The Athletic Director will utilize all the resources available to establish a cooperative relationship with parents, staff members and administrators to support each student's opportunity to learn and grow in educational and life experiences. The position of Athletic Director shall include active participation in the school's operation to support a positive learning environment.

MINIMUM REQUIRED QUALIFICATIONS:

- Credential: Valid California teaching credential with an authorization to teach any subject matter in grades 7-12 in a departmentalized setting. Specific type of credential shall be determined based on need. CLAD/BCLAD/EL Authorization (Emergency permits are not accepted).
- Education: A Bachelor's Degree, including all courses and/or exams needed to meet credentialing and subject matter competency.
- Additional: Hold and maintain first aid certification and CPR certification.
Valid California Driver's License
- Experience: As mandated by the state, and accepted by the school district.
- Personal Qualities: Resourceful, innovative, helpful, diligent, persistent, and a willingness to work with colleagues and students.

PREFERRED:

- Experience: Prior teaching experience.
Prior coaching experience.

DUTIES AND RESPONSIBILITIES:

A. INSTRUCTIONAL:

1. Coordinates the secondary school athletic program in collaboration with principals and coaches to as certain programmatic needs on an annual basis, as well as prior to each season to insure consistency of program.
2. Initiates the recruitment and selection of coaches and makes employment recommendations to administration.
3. Supervises all coaches at the secondary level.
4. Schedule all high school athletic contests, issues contracts for the contest, and maintains the proper and necessary records.
5. Ensures officials are scheduled and contracts are issued for all high school contests.
6. Arranges transportation for all away athletic games and events.
7. Supervises the preparation and verifies all athletic eligibility lists.

8. Oversees the supervision of all volunteers who work in the athletic programs.
9. Supervises athletic funds, prepares and administers a detailed operating budget for the athletic program and submits it to the school administration. Orders all equipment and maintains a current inventory of all athletic equipment.
10. Advises and ensures all coaches conform with Board, OHSAA, league policies and regulations and with state and federal laws. Attends league and district meetings.
11. Ensures all coaches have successfully completed required inservice programs.
12. Supervises and is responsible for preparation for home athletic events.
13. Provides leadership for and serves as liaison to high school athletic booster groups and coordinates, with the coaches, the support group for specific athletic programs.
14. May be assigned to teach a regular class at the secondary level, dependent on the need of the school.

B. STUDENT MANAGEMENT:

1. Maximize opportunities for student success by creating positive mentoring and working relationships with students and colleagues.
2. Be a role-model for students regarding life-long learning and professional behavior.
3. Establish and implement positive behavior and restorative justice strategies to manage student behavior and resolve disciplinary issues.
4. Provide students with additional instruction as required if they need support in academic skill development.

C. PROFESSIONAL:

1. Maintain positive staff relations; Works closely with the site principal to collaboratively lead the school through shared decision-making processes.
2. Cooperates with other professional staff members to identify student needs and develop assessments to solve health, attitude, and learning problems.
3. Participates in faculty committees, meetings and other faculty sponsored programs supporting the educational program.
4. Demonstrates regular and timely attendance.
5. Networking and collegiality, mutual support, and deep individual and collective reflection and expected amongst staff.
6. Promotes a positive image of public education; willingly engages with community and business partners to be incorporated as a resource in curriculum development and student projects.
7. Attend and participate in required in-service activities.
8. Meet deadlines; maintain appropriate records and prepare progress reports as required; follow district promotion policy.
9. Follows District and Schools' policies.

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PHYSICAL: Employee in this position must have the ability to:

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6. Is able to move throughout the building and school grounds as necessary.

MENTAL: Employee in this position must have the ability to:

1. Able to concentrate on a single task for up to two (2) hours at a time.
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1. Interact daily in person with other members of the school staff and possess comfortable interpersonal skills and cooperative attitudes.
2. Because of the time urgent nature of duties and because work product of position is interdependent with that of other staff, consistent attendance is required.
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