



Job Title: Assistant Director of Athletics

Exemption Status/Test: Exempt

Reports to: Director of Athletics

Date Revised: October, 2015

Dept. /School: Athletics

Primary Purpose:

Direct and manage assigned program areas of extracurricular and intramural athletics for the district. Provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with all federal, state, University Interscholastic League (UIL), and local requirements.

Qualifications:

Education/Certification:

Bachelor's Degree from an accredited college or university
Valid Texas Teaching Certificate

Special Knowledge/Skills:

Knowledge of overall operations of an athletic program
Knowledge of federal, state, and UIL policies governing athletics
Ability to implement policy and procedures
Ability to interpret data
Ability to manage budget and personnel
Excellent public relations, organizational, communication, and interpersonal skills

Experience:

Five (5) years teaching and coaching experience

Major Responsibilities and Duties:

Program Planning:

1. Direct and manage assigned areas of the district's athletic programs.
2. Maintain an active program that promotes good sportsmanship and student development including the time, resources, and materials to support accomplishment of department goals.
3. Maintain physical and academic eligibility requirements for participation in each sport, and assist with verifying each athlete's UIL eligibility.
4. Monitor athletic programs assigned for effectiveness and ensure that program renewal is continuous and responsive to student needs.

Athletic Events

5. Manage assigned athletic operations including overseeing ticket sales, monitoring game officials, and ensuring preparation of facilities.
6. Attend district athletic contests.
7. Prepare and recommend interscholastic game schedules for areas assigned.

8. Arrange transportation, lodging, and meals for out-of-town athletic events.
9. Monitor the process of cleaning, sanitizing, repairing, and storing athletic equipment.

Student Management:

10. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Athletic Code of Conduct, Student Code of Conduct and student handbook.
11. Establish and maintain open lines of communication on vital issues with parents, students, and teachers.

Policy, Reports, and Law

12. Implement the policies established by federal law, state law, State Board of Education rules, UIL rules, and local board policy in area athletics.
13. Compile, maintain, and file all reports, records, and other documents required.

Budget and Inventory

14. Develop and administer budget for areas assigned based on documented needs and ensure that operations are cost effective and funds are managed wisely.
15. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment.

Personnel Management:

16. Prepare, review and revise job description for assigned area.
17. Select or approve, train, supervise, and evaluate athletic department personnel in assigned area and make recommendations relative to placement, assignment, retention, discipline, and dismissal.

Community Relations:

18. Demonstrate awareness of district and community needs, initiate activities to meet those needs, and use appropriate and effective techniques to encourage community and parent involvement.
19. Support athletic booster club activities.

Supervisory Responsibilities:

Supervise, evaluate, and recommend hiring of coaches and support staff for assigned area.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and other instructional equipment

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

Motion: Frequent repetitive hand motions, frequent keyboarding and use of mouse; frequent driving

Lifting: Frequent light lifting and carrying (30 pounds or less)

Environment: Work inside and work outside (exposure to sun, heat, cold, and inclement weather); occasional exposure to noise; frequent districtwide and statewide travel

Mental Demands: Maintain emotional control under stress; frequent prolonged and irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.