

**TITLE:** Assistant Athletic Director, High School Sports

**REPORTS TO:** Athletic Director

**FAIR LABOR STANDARDS ACT (FLSA):** Exempt. (Administrative/Professional)

**QUALIFICATIONS:**

1. Ability to work with professional staff and to provide information, support, and leadership pertinent to athletic programs.
2. Ability to communicate and work with parents and support groups relative to athletics.
3. Ability to help coordinate and direct the District's athletic programs.
4. Ability to supervise personnel, including recommendations for evaluation, hiring, dismissal, and discipline.
5. Possess the ability to organize and direct a successful athletic program.
6. Knowledge of or ability and willingness to learn aspects of school rules, OSAA regulations, state law, and district policies.
7. ASEP Certified.
8. Such alternatives to the above qualifications as the Superintendent or Board of Directors may find acceptable.
9. Must be proficient in English both oral and written.

**JOB GOALS:** Through leadership, supervisory, and administrative skills to promote the athletic development of each student, coach, supervisor, and athletic program in the high school.

**ESSENTIAL JOB FUNCTIONS:**

**I. Personal Qualities:**

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

**II. Scheduling/Preparing for Events**

1. Supervises scheduling of high school athletic contests with the approval of the AD.
2. Arranges transportation to high school athletic contests.
3. Schedules facilities for high school athletics.
4. Secures properly trained and experienced officials for all high school contests.
5. Assures that sites and facilities are prepared and ready for all high school athletic contests.
6. Prepares schedules for printing.
7. Will arrange for ticket takers and time keepers at appropriate high school athletic events.
8. Arrange all details of home and visiting teams needs.
9. Arranges the practice schedules for all high school coaches on the fields and in the gymnasiums in agreement with the Athletic Director.
10. Ensures that high school contests are properly supervised.

11. Plan and supervise recognition programs for high school athletes.
12. Assist in the publicity and news releases for all high school athletic programs.
13. Assumes other duties as may be assigned by the Athletic Director.

### **III. Budgeting/Ordering/Inventories/Records at the High School**

1. Coordinates and submits a budget request needed to meet the requirements of the high school athletic programs.
2. Coordinates the ordering of materials with coaches, administrators, and sales representatives with the approval of the Athletic Director.
3. Ensures that adequate and reliable uniform and equipment inventories are taken by coaches immediately following each season.
4. Inventories new materials when purchased and approves payment.
5. Supervise the cleaning, storage, and care of all equipment.
6. Collects an inventory at the end of each sport season.
7. Requisitions payment for all officials.
8. Keeps records of the results of all high school athletic contests, and maintains a record file of all award winners, stating the date and type of award.
9. Approve all purchase orders prior to submission to the AD.

### **IV. Knowledge of Policies and Regulations**

1. Coordinates with coaches the eligibility, insurance, and physical exam forms for each participant.
2. Will enforce all rules of Monroe High School as outlined in the Extra-Curricular Activities Hand-book, the Student/Parent Handbook, Faculty/Staff Handbook, and the Coaches Handbook.
3. Follows all District policies and those contained in the appropriate district handbook.

### **V. Professional Commitment/Development/Improvement**

1. Organizes and runs clinics or other needed high school coaching or official training sessions.
2. Sets up medical training sessions for high school coaches.
3. Assist each coach in being responsible for the personal and professional appearance of both the coaches and athletes during both practice and game situations.

### **VI. Interpersonal Skills/Personal Skills**

1. Schedules and plans parent meetings for each season.
2. Maintains communication with and acts as liaison to patron support groups.
3. Will establish and implement a sound philosophical role with coaches.
4. Endeavor to promote the athletic program with positive public relations within and outside the school district.

### **VII. Timeliness**

1. Returns requests for information by the date and time specified.
2. Attends all meetings as required.
3. Arrives on time and works scheduled hours.
4. Promptly informs the Athletic Director of problems that need attention.

### **VIII. Supervisory Skills/performance**

1. Supervises personnel involved in athletics programs.

2. Will direct a successful 9-12 grade program.

**Physical Qualifications:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

**Terms of Employment:** Contract shall be for all three sport seasons, salary and benefits are as negotiated with the Board of Directors.

**Mandatory Child Abuse Reporting**

As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

**Evaluation:** Performance of this position will be evaluated annually.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_