

Job Description

Elida Local School District

LOCATOR INDEX: 113-A

Title: Assistant Athletic Director
Reports to: Athletic Director and Principals
FLSA Status: Exempt

Description:

The Assistant Athletic Director has the responsibility of assisting the Athletic Director in running an Athletic Department that promotes the program as an integral part of the education process at Elida Local Schools.

NOTE: The below lists are not ranked in order of importance

Essential Duties: (but not limited to)

- Administer and follow all rules and regulations set forth in the Elida Athletic Handbook and set by the OHSA.
- Attend athletic meetings deemed necessary by the Athletic Department or Principals.
- Promote sportsmanship by athletes, coaches and fans.
- Work with coaches to make sure all student athletes/parents know the rules.
- Communicate emergency procedures to all coaches.
- Work hand in hand with Middle School Principals checking eligibility.
- Verify that all middle school athletes have physicals and paperwork turned in.
- Schedule all middle school games, officials and transportation.
- Cancel and reschedule games as needed.
- Communicate with Athletic Director when entry fees are due.
- Coordinate with Athletic Director the use of facilities.
- Communicate issues with facilities with Athletic Director/inspect facility for safety and cleanliness.
- Communicate officials names with the Athletic Director for checks and distribute as needed.
- Communicate with Athletic Director on needed purchases; equipment.
- Make sure all uniforms and equipment are collected. Keep inventory.
- Maintain records of contest participants.
- Attend booster club meetings.
- Sit in on parent meetings as needed.
- Keep record of parent meetings and attendance sheets.
- Evaluate middle school coaches and communicate with Athletic Director.
- Evaluate and seek ways to improve the Athletic Department.
- Attend home contests as needed.
- Punctuality and physical presence at events.

Minimum Qualifications:

- Bachelor Degree or higher
- Previous athletic administration experience preferred

Required Knowledge, Skills, Abilities:

- Ability to work effectively with others
- Organization skills
- Basic computer skills
- Previous coaching experience preferred

Additional Working Conditions:

- Occasional evening/weekend/summer work
- Occasional travel

The Elida Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Board Adopted: 4-4-16