

**OZARK R-VI SCHOOLS
JOB DESCRIPTION**

TITLE: ASSISTANT PRINCIPAL-HIGH SCHOOL (ATHLETICS/ACTIVITIES)

QUALIFICATIONS:

1. Baccalaureate Degree in Education or higher and current teaching certification.
 2. Minimum of three years experience in coaching and/or athletic administration
 3. Excellent organizational skills
 4. Ability to supervise others
 5. Excellent communication skills; ability to work with students, faculty and general public in a diplomatic, friendly and efficient manner.
- or
6. Any equivalent combination of education and experience

REPORT TO: Secondary Principals

JOB GOAL: To administer the athletic/activity program in an efficient and orderly fashion, allowing maximum opportunity for participation while consistently adhering to the standards of the MAHBSAA and the Ozark R-VI School District, and contributing to the educational program for all students.

PERFORMANCE RESPONSIBILITIES:

1. In conjunction with coaches, schedules all interscholastic athletic contests for grades 7-12.
2. Hires officials for all home athletic contests; verifies officials on game day.
3. Schedules necessary personnel, including gatekeepers, scorers, clock operators and chain crews, to work at home contests; verifies workers on game day.
4. Establishes budgets for all activities; reviews/approves purchaser orders for equipment and supplies for activities.
5. Maintains current inventories for each sport.
6. Advertises athletic staff vacancies; receives applications; oversees the screening process; schedules interviews; makes recommendations for filling vacancies.
7. Determines student eligibility in regard to MSHSAA and Ozark R-VI standards.
8. Works as liaison between the activity staff and administration.
9. Works in conjunction with the speech and music department to establish contest and concert dates and gym availability.
10. Coordinates/schedules all gym use.
11. Works as the school's official representative for athletics at all local, conference, district and state events in the absence of building administration.
12. Works in conjunction with the MSHSAA to insure the school operates within all state guidelines.
13. Works with building principals regarding fund raising activities.
14. Helps supervise night activities in cooperation with building administrators.
15. Coordinates all summer camps.
16. Fulfills any other duties that may be assigned dealing with the athletic/activities programs.
17. Prepares a written evaluation of each athletic program and coach as an addition to the season summary report.
18. Works with each athletic program in season and out of season to give direction when necessary.
19. Makes recommendations on each activity coach for rehire, reassignment, or release.

PHYSICAL DEMANDS: Ability to sit for long periods of time and be mobile between school buildings.

TERMS OF EMPLOYMENT: 12 month contract; compensation as per administrator's salary schedule.

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by High School Principal.

APPROVED BY SCHOOL BOARD: February 21, 2019