

Job Title: Assistant Athletic Director

Exempt

Reports to: Athletic Director

Dept./School: Athletic Department

Qualifications:

Education/Certification:

Bachelor's degree from accredited university

Texas State Teaching Certificate

Special Knowledge/Skills:

Ability to assist in the development and management of the athletic budget

Ability to assist in hiring and supervising personnel

Demonstrate communications, public relations, and interpersonal skills

Ability to interpret and administer local policy and University Interscholastic League rules and regulations.

Experience:

At least five years experience as a high school head coach and/or athletic director preferred

Major Responsibilities and Duties:

Instructional Management

1. Monitor failure rates of student athletes and promote a philosophy of academic achievement.
School /Organizational Climate
2. Assist in the organization, supervision, and administration of the overall program in athletics in accordance with UIL and district policies, rules, and regulations.

School/Organizational Improvement

3. Assist in the development and maintenance of board policies related to athletics.

Personnel Management

4. Recruit and recommend the employment of quality professional athletic department personnel, including coaches, trainers, and others necessary to instruction and support operations to facilitate the conduct of the athletic program.
5. Supervise and evaluate, in accordance with school district policy, Athletic Department personnel relative to their athletic department duties.
6. Enforce UIL rules and regulations pertaining to coaching ethics.

Administrative and Fiscal/Facilities Management

7. Work with architects and school staff in planning or renovating athletic facilities.
8. Contract, as needed, with game officials, stadium personnel, police, and crowd control personnel for home athletic events.
9. Schedule transportation for the athletic department.
10. Monitor the maintenance of all athletic facilities in cooperation with the maintenance director.
11. Coordinate all athletic schedules.

12. Assist in the development and preparation of the annual athletic department budget.
13. Prepare specifications for, secure and tabulate bids, on and make recommendations for the purchase of athletic equipment and supplies.

Student Management

14. Monitor the district athletic program for compliance with the Title IX regulations.
15. Formulate policies to promote a healthy atmosphere for competitive athletics.

School/Community Relations

16. Maintain liaison with social, professional, civic, volunteer, and other community agencies having an interest in the schools.
17. Interpret the athletic program, district policies, and administrative procedures to the public and interested parties.

Professional Growth and Development

18. Organize and implement inservice education for the district coaching staff.
19. Remain current in the field by being active in professional organizations.
20. Develop and maintain a current handbook for athletic personnel.

Other

27. Perform other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Maintain positive attitude when dealing with customers. Frequent district and some statewide travel. Work with frequent interruptions, frequent prolonged and irregular hours. Some exposure to hot or cold weather conditions.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature:_____ **Date:**_____