

## **242 - ASSISTANT ATHLETIC DIRECTOR JOB DESCRIPTION**

The primary function of the Assistant Athletic Director is to work collaboratively with the Athletic Director on all matters related to athletics.

### **QUALIFICATIONS:**

Bachelor's degree (preferred) with administrative and/or coaching experience. Position requires a working knowledge of WIAA rules and regulations; good organizational, communication, computer skills; and ability to work cooperatively with others.

### **REPORTS TO:**

Athletic Director and Junior/Senior High School Principal

### **PERFORMANCE RESPONSIBILITIES:**

- Secure game workers for athletic contests, chain crews, announcers, clock operators, scorekeepers, line judges, etc, and submit the list of contracted workers for that contest to the event supervisor prior to the event.
- Coordinate the collection of rosters for program information as needed.
- Assist in the selection of coaches for the athletic program.
- Print off Athletic Programs for home athletic events.
- Collect, file, and notify athletes and coaches regarding student eligibility as it pertains to the WIAA physical cards, academic eligibility, and athletic code of conduct.
- Collect and maintain on file a properly completed physical card or alternate year physical card for every student participating in athletics.
- Assist in the distribution of athletic training rules to all athletic participants; collect and maintain on file a signed copy of student letters of intent.
- Coordinate the distribution of letters, chevrons, captain stars, etc.
- Seasonal emphasis on Fall/Spring duties with focus on game/event management.
- Coordinate gym, building, weight room, and athletic field use with the District Office and the District building use calendar.
- Update rSchool and other Athletic Calendars as needed.
- Help with the organization of the concession stand for volleyball, basketball, and wrestling seasons.
- Perform other duties as assigned by the Athletic Director.

Adopted: October 19, 2022