

ASSISTANT ATHLETIC/ACTIVITIES DIRECTOR

Position Description: The position of assistant athletic/activities director exists for the purpose of helping the athletic/activities director in the coordinating of the school system's overall program for extra-curricular activities. The assistant athletic/activities director reports to the athletic/activities director, and/or the high school principal, and/or the superintendent.

Performance Responsibilities:

1. Assist in supervising extracurricular events
2. Input on financial matters and athletic account
3. Assist with concession stocking, ordering supplies, set up, etc.
4. Input on coaching performance and evaluation
5. Input on programs
6. Assist with hiring officials and game workers
7. Assist in scheduling games or events
8. Assist in communications with other schools and officials
9. Assist in pre-event preparation

POSITION QUALIFICATION REQUIREMENTS**Degree/Certification/Work Experience**

Bachelor's degree required; must meet certification requirements of the State Department of Education; experience as a head or assistant coach at the junior high or high school level, or administrative experience.

Terms of Office

The assistant athletic/activities director is employed for the regular school year.