

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Assistant Athletic Director

Qualifications:

Credentials: State Certificate to teach in specific position.

Education: Bachelor's degree.

Training or Experience Required: Minimum of 3 years coaching experience.

Special Skills, Knowledge, Abilities:

Ability to create an atmosphere conducive to implementing the philosophy, goals, and objectives of the Athletic Department. Ability to supervise.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, instructions, and writing/printing legibly. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English.

Site: Various

Reports To: Athletic Director

Job Goal (Purpose of Position): Performs skilled/professional-level tasks under limited supervision to facilitate or coordinate athletic programs in the school. In addition, the incumbent is a teacher in the classroom and will also be governed by the requirements of teaching. Assists the Athletic Director and the Principal with the overall athletic program in the district. In addition, meets with parents, boosters, and other staff to enhance the athletic program. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the variety of challenges of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action.

Other Performance Measures: These are performed in conjunction with the various facilitators and coaches: Knowledge of subject matter; Cares for and effectively assists students with special concerns; Establishes guidelines and plans with effective

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instructional/teaching objectives; Encourages effective learning/skill building with proper teaching techniques; Ensures students are acquiring skills and knowledge to apply techniques, rules, principles, and other skill-building; Properly monitors student progress (grading, feedback, etc.) and provides environment to encourage/motivate student/athletes to perform to potential while not losing sight of purpose of athletics and safety of the individual; Maintains proper sportsmanship/discipline.

Contributes to effectiveness/quality of district programs, including extracurricular programs; Keeps accurate records, reports, etc. pursuant to district policy; Actively supports and looks for ways to improve the quality of customer service as provided by the district; Cooperates with other district personnel to improve the quality of athletic programs; When serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; Continues to be involved in personal growth and development.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Assists the Athletic Director in the administration of the athletic program. Responsible for coordinating the athletic program at the high and junior high schools.
2. Serves as liaison with the director and the principal for the implementation of policy and practices.
3. Plans and coordinates, with the approval of the director, the program of events for the athletic department.
4. Prepares and maintains necessary reports and records in accordance with the requirements which govern such records and reports.
5. Represents or delegates a representative to attend athletic contests, conference and State Association meetings.
6. In cooperation with the head coach of each sport, works within the allocated budget for each sport.
7. In cooperation with the head varsity coach of each sport, prepares and recommends to the director, the purchase and repair of equipment and supplies.
8. Supervises the inventory, storage, and care of equipment and supplies. Ensures that all head coaches submit an inventory; and properly store and care for all equipment and supplies.
9. Responsible for the certification of all athletes.

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10. Arranges contracts with other schools for athletic contests and for game officials, with approval of the athletic director.
11. Assists in the supervision of and the preparation for and sale of admissions to athletic contest at his/her school; to include advance sales, ticket sellers, gate keepers, pass gates, ushers, scouting and complimentary tickets.
12. Responsible for such items as transportation, meals, ambulance service, physician's services, scores and timers, public address system, pre-game and half-time activities.
13. Responsible for maintenance of athletic facilities which includes all maintenance orders.
14. Performs such other duties that might fall within his/her jurisdiction or which may be assigned to him/her by the Athletic Director, Principals, or Superintendent.

Supervision exercised: Indirect over the Head Coach and Assistant Coaches and Facilitators.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the various sites. May be required to transport students/athletes, etc. on buses or vans.

TERMS OF EMPLOYMENT: In compliance with Negotiated Contract and/or State Law. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with Board policy.

Approved 03-08-93