

MABANK ISD

Job Title: Assistant Athletic Director

Exemption Status/Test: Exempt/Executive* or Administrator in Educational Establishment

Reports to: Director of Athletics

Date Revised: 10/09/19

Dept./School: Athletics

Days: 226

Primary Purpose:

Direct and manage assigned program areas of extracurricular and intramural athletics for the district. Provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with all federal, state, University Interscholastic League (UIL), and local requirements.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited college or university
Valid Texas teaching certificate

Special Knowledge/Skills:

Knowledge of overall operations of athletic program
Knowledge of federal, state, and UIL policies governing athletics
Ability to implement policy and procedures
Ability to interpret data
Ability to manage budget and personnel
Excellent public relations, organizational, communication, and interpersonal skills

Experience:

Three years successful teaching and coaching experience

Major Responsibilities and Duties:

Program Planning

1. Direct and manage assigned areas of the district's athletic program.
2. Maintain an active program that promotes good sportsmanship and student development including the time, resources, and materials to support accomplishment of department goals.
3. Maintain physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility.
4. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.

Athletic Events

5. Manage assigned athletic operations including overseeing ticket sales, monitoring game officials, and ensuring preparation of facilities.
6. Attend district athletic contests.
7. Prepare and recommend interscholastic game schedules for areas assigned.
8. Arrange transportation, lodging, and meals for out-of-town athletic events.
9. Monitor the process of cleaning, sanitizing, repairing, and storing athletic equipment.

Student Management

10. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Code of Conduct and student handbook.
11. Establish and maintain open lines of communication on vital issues with parents, students, and teachers.

Policy, Reports, and Law

12. Implement the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics.
13. Compile, maintain, and file all reports, records, and other documents required.
14. Follow district safety protocols and emergency procedures.

Budget and Inventory

15. Develop and administer budget for areas assigned based on documented needs and ensure that operations are cost effective and funds are managed wisely.
16. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment.

Personnel Management

17. Prepare, review, and revise job descriptions for assigned area.
18. Select, train, supervise, and evaluate athletic department personnel in assigned area and make recommendations relative to placement, assignment, retention, discipline, and dismissal.

Community Relations

19. Demonstrate awareness of district and community needs, initiate activities to meet those needs, and use appropriate and effective techniques to encourage community and parent involvement.
20. Support athletic booster club activities.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring of coaches and support staff for assigned area.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals and other instructional equipment

Posture: Prolonged sitting; occasional bending/stooping, pushing/culling, twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse. Frequent driving

Lifting: Frequent light lifting and carrying (15 pounds or less)

Environment: Work inside and work outside (exposure to sun, heat, cold, and inclement weather); occasional exposure to noise; frequent districtwide and statewide travel

Mental Demands: Maintain emotional control under stress; frequent prolonged and irregular hours

** To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____