



TITLE: ASSISTANT ATHLETIC DIRECTOR

MINIMUM QUALIFICATIONS: Valid MS Educator's License, and two years of coaching/athletic team experience.

REPORTS TO: Athletic Director and Principal

JOB GOALS: To provide each enrolled student an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Assists in the organization and administration of the overall program of interscholastic athletics for the school.
2. Promotes good school and community relations by keeping the community aware of and responsive to the athletic program.
3. Co-supervises all high school sports.
4. Assists in supervising all District and Regional Tournaments scheduled at the high school.
5. Assumes responsibilities of Athletic Director when necessary.
6. Implements Board policy and administrative procedures for non-school use of playing fields and facilities.
7. Works with the coaches to develop schedules for all athletic events including practice schedules.
8. Promotes activities designed to foster school spirit among students for the athletic teams.
9. Demonstrates a commitment to professional growth.
10. Demonstrates effective interpersonal and communication skills.
11. Demonstrates regular attendance and punctuality.
12. Adheres to the appropriate code of ethics.
13. Performs other duties consistent with the position as assigned as may be requested by the Principal.

KNOWLEDGE AND ABILITIES: To perform the responsibilities as previously outlined.

ABILITY TO: Perform as a leader such that student achievement is maximized.