TITLE: ASSISTANT TO THE ATHLETIC DIRECTOR

REPORTS TO: Director of Athletics and Student Activities

JOB GOAL: Assist the Director of Athletics and Student Activities with various responsibilities related to the development and management of the athletic department.

QUALIFICATIONS:

Bachelor’s degree is required.
Coaching experience preferred.

PERFORMANCE RESPONSIBILITIES:

1. Monitoring student athletes with Academic Eligibility status at the high school and middle school.
2. Ensuring student athletes at the high school are in compliance with NCAA rules and regulations.
3. Oversight of reconditioning of equipment, shipping and receiving.
4. Collection and monitoring of sports equipment obligations.
5. Site Manager responsibilities for high school and middle school sports.
6. Purchasing of equipment (price comparison and quality of equipment)
7. Scheduling layout of all conference and independent games.
8. Award Ceremonies for fall & spring seasons.

School Year Seasonal Assignment

Salary: Stipend as determined by the Board of Education.

Adopted: June 20, 2017