



Job Title: Assistant Director of Athletics

Pay Grade: Administrative Professional - 5

Reports to: Executive Director of Athletics

Dept./School: 874 Athletics

Revised: 02/16/2024

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 federal, state, University Interscholastic League (UIL) and local requirements.

Qualifications:

Education/Certification:

- Bachelor's degree from an accredited college or university.
- Master's degree (preferred).
- Valid Texas teaching certificate.
- Head coaching experience (preferred)
- 10 years of teaching and coaching experience.

Special Knowledge/Skills:

- Knowledge of overall operations of an athletic program.
- Knowledge of UIL governing policies and procedures.
- Knowledge of the UIL portal.
- Ability to implement policy and procedures.
- Ability to interpret data.
- Ability to manage budget and personnel.
- Excellent public relation, organizational, communication and interpersonal skills.

Major Responsibilities and Duties:

Program Planning

- Direct and manage assigned areas of the district's athletic programs.
- Maintain an active program that promotes good sportsmanship and student development.
- Maintain physical and academic eligibility requirements for participation in each sport. Verify each athletes' eligibility.

Athletic Events

- Manage assigned athletic operations including overseeing ticket sales, monitoring game officials, and ensuring preparation of facilities.
- Attend district and post district contest.
- Prepare and recommend interscholastic game schedules for areas assigned.
- Monitor the arrangements of transportation, lodging, and meals for intown and out of town events.
- Monitor the process of ordering athletic equipment.
- Monitor the process reconditioning and repairing of athletic equipment.
- Developing and planning of the middle school athletic schedules.



- Implement district student management policies.
- Communicate expected student behavior related to athletics.
- Ensure enforcement of student discipline in accordance with the student code of conduct and student handbook.
- Establish and maintain an open line of communication with parents, students, and administrators.

Policy, Reports, and Law

- Implement the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in athletics.
- Compile, maintain, and file all reports, records, and other documents required.

Budget and Inventory

- Develop and administer budgets for assigned areas.
- Maintain a current inventory of supplies and equipment.
- Recommend the disposal and replacement of athletic equipment.

Personnel Management

- Prepare, review and revise job descriptions for assigned areas.
- Select, train, supervise and evaluate athletic department personnel in assigned areas.
- Make recommendations relative to placement, assignments, retention, discipline, and dismissal of personnel in assigned areas.

Community Relations

- Demonstrate awareness of district and community needs. Initiate activities to meet those needs.
- Encourage community and parent involvement.
- Assist the campus administration in support of the athletic booster clubs.

Supervisory Responsibilities:

- Supervise, evaluate, and recommend for hiring of athletic coaches for assigned areas.
- Supervise, evaluate, and recommend for hiring of support staff for assigned areas.

Mental Demands / Physical Demands / Environmental Factors:

Tools/Equipment Used: Standard office equipment, computers, peripherals, point of sale, flash timing system.

Posture: Prolonged sitting, bending, stooping, standing, pushing and twisting.

Motion: Repetitive hand motion, keyboarding and using a mouse. Frequent driving.

Lifting: Frequent lifting and carrying objects.

Environment: Work inside and outside (sun, heat, cold and inclement weather), exposure to loud noises. Frequent driving, districtwide and statewide.

Mental Demands: Maintain emotional control under stress. Frequent prolonged and irregular hours.

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

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.