

Aledo ISD Job Description

Central Office

Administrative Assistant - Athletic Director

REVISED SEPTEMBER 2026

Reports to: Athletic Director

Calendar days: 236 **Pay Grade:** 5

Primary Purpose

Facilitate the efficient operation of the Athletics Department by providing administrative, clerical, financial, and event-support services to the Athletic Director and coaching staff. Assist with planning, implementing, and documenting athletic programs, events, and department operations throughout the district.

Qualifications

Education and Certification:

High school diploma or GED

Special Knowledge and Skills

Excellent organizational, communication, interpersonal, and customer-service skills

Commitment to serving coaches, students, families, staff, visitors, and community partners

Strong attention to detail and ability to maintain accurate records

Ability to maintain confidentiality and exercise sound judgment

Ability to manage multiple priorities, frequent interruptions, and firm deadlines

Adaptability in a fast-paced environment and flexibility with last-minute changes and requests

Proficiency with Microsoft and Google applications, word processing, spreadsheets, databases, online payment platforms, and electronic records management

Ability to communicate professionally and collaborate effectively across departments and campuses

Experience:

Three years of secretarial or office work experience; experience in a public-school setting preferred

Major Responsibilities and Duties

Administrative Support

Provide clerical and administrative support to the Athletic Director, including correspondence, document preparation, records management, budget support, invoice submission, purchase orders, ordering, and assistance with department projects and events.

Manage and maintain the Athletic Director's calendar, appointments, meeting schedule, and reminders.

Coordinate meetings with district staff, coaches, parents, vendors, and other stakeholders as needed, including room reservations, materials, presentations, and meals.

Assist the Athletic Director with planning and preparing for coaches meetings, professional learning, and department events.

Maintain department files and records in accordance with district procedures and applicable records-retention requirements.

Assist with maintenance of the Athletics Department website and distribution of accurate, timely department information.

Purchasing Financial and Registration Support

Prepare and process purchase orders for the Athletics Office and all middle school and high school coaching staffs; monitor approvals, invoices, payments, and account documentation.

Submit, track, and reconcile entry fees for athletic tournaments, meets, competitions, and other events for all sports.

Submit registrations, professional memberships, clinic fees, and renewals for the Athletic Director and middle school and high school coaches.

Coordinate game-day meals for all sports by securing purchase orders, communicating with vendors, and delivering check payments when required.

Order and organize office supplies for the Athletics Office and supplies requested or needed by coaches.

Administer athletics charges through MySchoolBucks for middle school and high school student-athletes; review daily payment reports and update each student's paid status in Rank One so eligibility records remain current.

Coordinate summer camp administration through MySchoolBucks, including scheduling, registration monitoring, final enrollment data, reconciliation, and information needed for camp payouts.

Athletic Events UIL Documentation and Game Workers

Complete and maintain documentation for Aledo ISD athletic events, including UIL financial reports, preseason coaches packets, event contracts, game reports, officials' payments, and related Business Office documentation.

Prepare and distribute playoff packets, ticket information, and required event documentation.

Notify appropriate staff of athletic schedules and schedule changes so district departments and campuses can prepare for events.

Coordinate with Aledo ISD staff and coaches, visiting teams and coaches, officials, event personnel, and vendors before contests.

Work with the game-worker coordinator to enter workers into the online payment system and, after each event, verify workers and assignments so payments can be processed accurately.

Coordinate sporting-event ticket sales and football season-ticket sales, and work with the Communications Department to share presale and event information with families.

Assist with athletic passes, stadium passes, VIP parking passes, and media access for athletic events.

Home Football Game Preparation

Prepare for each home football game by communicating with merchandise-table and concession volunteers and assembling volunteer packets and wristbands.

Prepare media credentials approved by the Communications Director and maintain accurate credential records.

Upload student identification numbers into Hometown Ticketing sufficiently in advance of each home game to provide early-access ticket opportunities.

Prepare and organize press box and stadium documents for game day, including rosters, approved passes, credentials, schedules, and other operational materials.

Assist the Stadium Manager with game-day preparation, stadium signage, press box details, and other event-readiness duties.

Off Campus Physical Education

Maintain current Off-Campus Physical Education rosters for all middle school and high school campuses.

Receive, process, organize, and retain Off-Campus Physical Education applications and supporting documentation.

Maintain and publish an accurate list of approved Off-Campus Physical Education vendors and communicate program information to campuses, families, and vendors as directed.

Travel Coordination

Coordinate athletic travel arrangements when needed, including charter buses, hotels, meals, itineraries, purchase orders, and payment documentation.

Ensure coaches, drivers, vendors, and other involved parties receive required travel documents, confirmations, schedules, and contact information in a timely manner.

Supervisory Responsibilities

None.

Equipment Used

Standard office equipment, including personal computer and peripherals, printer, telephone, copier, scanner, fax machine, and calculator.

Working Conditions

Posture: Prolonged sitting; occasional bending, stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying of less than 15 pounds

Environment: Work is performed primarily in an office setting and may include athletic facilities and events; may work prolonged or irregular hours

Mental Demands: Ability to work with frequent interruptions and changing priorities; meet deadlines; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Supervisor Signature

Date

Employee Signature

Date

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