

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	ASSISTANT ATHLETICS			FLSA STATUS:	NON-EXEMPT
PAY GRADE:	NIS 1	DUTY DAYS:	209	DATE REVISED:	08/21/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED.				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. Six (6) months of related experience is preferred.

SKILL REQUIREMENTS:

This position requires mental alertness, adaptability to office routines, a pleasant and cooperative attitude, and good telephone skills. Incumbent must have a working knowledge of office machines and competent clerical skills including good proofreading, data entry, grammar and the ability to work in Google Suite programs.. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent performs varied and tasks to support the Athletic department with duties requiring tact, accuracy, timeliness, and judgment, organization, and excellent customer service. This position will assist in concessions organization.

ESSENTIAL FUNCTIONS

- Responsible for office management and concessions data
- Assemble and organize statistical data and prepare in final form. Organize and maintain files of records and correspondence of both a routine and confidential nature.
- Type and proofread reports, correspondence, and forms.
- May make travel arrangements for office personnel.
- Make and confirm appointments as directed and maintain a calendar or schedule for concessions delivery and pick up.
- Answer telephones, direct calls, take messages, and respond to phone inquiries.
- Maintain and update filing, inventory, mailing and database systems.
- Maintain the filing system for the department.
- Pick up and deliver concession material
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

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

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

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

Lifting: Occasional light lifting and carrying (less than 45 pounds)

Environment: Office or athletic venue

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

Incumbent reports directly to the supervisor of the Executive Director of Athletics.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:

Date: