

**CAROLINE COUNTY PUBLIC SCHOOLS  
POSITION DESCRIPTION  
Job Description: Assistant Athletic Director**

<b>JOB TITLE:</b> Assistant Athletic Director	<b>LOCATION:</b> Caroline High School
<b>IMMEDIATE SUPERVISOR:</b> Athletic Director <b>SUPERVISES:</b> TBD	<b>WORK SCHEDULE:</b> As set by Schedule <b>PAY GRADE:</b> Stipend
<b>SPECIAL REQUIREMENTS:</b> None	<b>FLSA STATUS:</b>
<b>EDUCATION/EXPERIENCE:</b> As set by state certification authorities and by the Caroline County School Board	

**Job Goal:**

The Assistant Athletic Director supports the overall management, coordination, and promotion of the school's athletic programs. This role assists in ensuring compliance with district policies and state athletic association regulations, while fostering a positive and inclusive environment for student-athletes, coaches, families, and the school community.

**Requirements:**

- Assist in overseeing daily operations of all athletic programs and events.
- Support scheduling of games, practices, facilities, and transportation.
- Ensure compliance with school district policies and state athletic association rules.
- Coordinate hiring, supervision, and evaluation of coaching staff in collaboration with the Athletic Director.
- Monitor student-athlete eligibility, academic progress, and conduct standards.
- Manage athletic equipment, uniforms, and inventory.
- Assist with budget preparation, purchasing, and financial tracking.
- Promote sportsmanship, leadership, and character development among student-athletes.
- Help organize special events such as tournaments, banquets, and recognition programs.
- Serve as a point of contact for parents, officials, and community partners.

**Qualifications:**

- Demonstrates the ability to communicate effectively, both orally and in writing
- Demonstrates professionalism and contributes to a positive environment
- Possesses and demonstrates a Working knowledge about athletic program regulations
- Skillfully manages individual, group, and organizational interactions

- Effectively uses verbal, non-verbal, writing, and listening skills
- Appropriately Averts problem situations and intervenes to resolve conflicts
- Exercises self-control and perseverance when dealing with students
- Completes paperwork timely and accurately
- Maintains an acceptable attendance record and is punctual
- Experience in coaching, athletic administration, or school leadership.
- Strong organizational, communication, and leadership skills.
- Knowledge of high school athletic regulations and safety standards.
- Ability to work evenings and weekends as required.

**PHYSICAL DEMANDS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 lbs. such as pushing children on equipment or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Hearing ability to monitor activity and presence of students and respond to communication with students and adults is required. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy