

JOB DESCRIPTION

Assistant Athletic Director

Position Purpose:

The position shall have responsibility for assisting the Athletic Director in the over-all management of the Chambersburg Area School District Interscholastic Athletic Program.

Reports to: Athletic Director

Direct reports: All paid and volunteer coaches, equipment managers, and trainers

Essential Functions:

- Assists the Athletic Director in supervising the High School and Middle School athletic programs in coordination with the Principal, Superintendent and others, including recommending policies and procedures relating to the athletic programs.
- Assists the Athletic Director in the development of an annual budget and its implementation.
- Assists the Athletic Director with the development of the interscholastic athletic schedules and officials schedules for all contests.
- Assists the Athletic Director in the coordination of transportation for all athletic contests.
- Assists the Athletic Director in coordination of support personnel for all athletic contests, including game management, ticket sales, security, athletic trainer and emergency personnel and apparatus.
- Assists the Athletic Director in the supervision of the athletic coaches.
- Implements and monitors usage of the Athletic Code of conduct.
- Assists the Athletic Director in the supervision of all contests.
- Represents the district, as needed, at Conference, District III and state meetings for administering the interscholastic athletic program.
- Assists the Athletic Director in ensuring that all applicable laws and regulations relating to athletics are applied and followed, including Title IX and other federal laws and regulations, state laws and regulations.
- Creates materials to publicize athletic and sporting events, both in printed and electronic formats, for the purpose of disseminating information and fostering enhanced awareness among students, staff, and the community in recognizing and supporting the school's athletic programs and attending events.
- Maintains professional relationship with media sources for the purpose of providing information regarding schedules, postponements or cancellations, sporting event statistics, records, and other relevant information.
- Coordinates with others for the purpose of scheduling ancillary activities that occur prior to, during, and after sporting events, such as musical programs, press boxes, scorers tables, half-time programs, police coverage, ticket sales, availability of on-site medical care, concessions, custodial services, and other related activities.
- Handles all accidents and injuries in accordance with school policies, and applicable laws and regulations, including reporting and documentation requirements.
- Maintains records and documents as required and necessary to ensure proper documentation of athletic program activities, events, participation, and related information for the purpose of complying with school policies as well as applicable laws and regulations.
- Responsible to carry out all other duties assigned by the Athletic Director and/or a district administrator.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Equipment

- Uses standard office equipment such as personal computers, printer, copier and fax machines, calculator and telephone.
- Uses equipment and supplies related to sports, athletics, and physical fitness.

Travel Requirements

- Travel to school district buildings, athletic competitions and professional meetings as required.

Physical and Mental Demands, Work Hazards

- Work in standard office and school building environments as well as athletic competition venues.

- Physically fit and able to attend and actively engage with coaches, referees and athletes indoor and outdoor year-round in the performance and effective management of the athletic program.

Knowledge, Skills, and Abilities

- Knowledge of athletics, athletic programs, and physical fitness.
- Knowledge of applicable federal and state laws and regulations regarding school district athletic programs, safety and health, and other areas under responsibility.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint).
- Ability to evaluate, develop and implement athletic programs, activities and events, and make effective recommendations related to those areas.
- Effective verbal and written communication skills.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Qualifications Profile

- Motor Vehicle Operator's License or ability to provide own transportation

Experience

- Successful experience managing or directing the athletic programs of a school district preferred.
- Successful supervisory experience required.