

USD 490 Job Description  
**Assistant Activity & Athletic Director**

*Revised 10/15/14*

**Purpose:** Assist with the administration of high school extracurricular programs during the season of assignment (fall/winter/spring) including athletic office support tasks as well as event supervision.

**Responsible to:** Assistant Principal/Activity & Athletic Director and Building Principal

**Payment rate:** Annual stipend proportioned as follows: fall – 30%; winter – 45%; spring – 25%

**Minimum Qualifications:**

1. Practical experience in leadership and supervision.
2. General knowledge of extracurricular activities.
3. Organizational and time management skills.
4. Ability to utilize technology to efficiently enhance the educational work environment.
5. Ability to work cooperatively and constructively with others, including the ability to communicate effectively in both written and verbal modes with broad and diverse audiences.
6. Demonstrated commitment to community involvement.
7. Health and Inoculation Certificate on file.

**Essential Functions:**

1. Assists in the supervision of the extracurricular activities program at the high school during the assigned season.
2. In the absence of the assistant principal/athletic director, responsible for the orderly discharge of all extra-curricular activities in the assigned season.
3. Assists in explaining and promoting the athletic program to students, staff and patrons.
4. Attends and helps supervise home extra-curricular events as assigned.
5. Attends and helps supervise out-of-town extra-curricular events as assigned.
6. Performs other duties as assigned by the assistant principal/athletic director.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and eye fatigue.
2. Ability to handle a fast-paced, intense work environment.
3. Visibility at community and school events including those conducted on evenings and weekends.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.

***Statement of Acknowledgement***

I have received a copy of my job description and agree to the terms of employment.

Signature\_\_\_\_\_

Date\_\_\_\_\_

*Original: Personnel File*

*El Dorado USD #490 does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact: Title IX/Section 504 Coordinator, 124 West Central, El Dorado, Kansas, 67042, 316-322-4800.*

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*Copy: Employee*

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