

## **Gahanna-Jefferson School District Position Description**

---

Position Title: Assistant High School Athletic Director  
Reports To: Athletic Director  
FLSA Status: Exempt  
Pay Grade: 6  
Revision Date: April 27, 2026

---

**SUMMARY:** The Assistant High School Athletic Director will support the high school Athletic Director and the Athletic Department in fostering a positive and successful athletic program. The primary responsibility will be to support all aspects of the high school's Athletic Department. This position will collaborate closely with the athletic director, athletic secretary, coaches, staff, students, parents and external stakeholders, including boosters, to promote a culture of sportsmanship, teamwork and excellence.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Supports the district's vision for athletics, with a focus on education-based, interscholastic athletics.
- Supports student-athletes' mental health and well-being.
- Supports the high school Athletic Director with ongoing communication with athletics team members and high school and district-level administrators regarding athletic events and operations.
- Supports the middle school and high school Athletic Director with alignment across levels.
- Assists high school Athletic Director in managing high school schedules for all sports, teams and coaches (in-season and out-of-season), ensuring equitable scheduling of facilities for practices and competitions among different sports teams.
- Supervises the work of site managers and other school event workers to ensure all practices and competitions are scheduled and run effectively.
- Supports the high school Athletic Director with assessing, collecting and tracking high school pay-to-participate fees.
- Works with high school coaches to ensure timely completion of assistant coach evaluations.
- Fosters good school-parent relations by maintaining communications relative to rules and regulations on athletics.
- Ensures all high school student athletes receive physical examinations before the beginning of their respective athletic seasons.
- Leads in the coordination of event worker coverage for home athletic events for all high school sports.
- Supports the Athletic Director with hosting and facilitating the annual all-parent meetings by season to review athletic program information and expectations and to review the athletic handbook.
- Coordinates with the Activity Committee to create the high school activity calendar.
- Assists the Athletic Director with security measures and oversees athletic keys for the high school.
- Oversees communication with building custodians regarding practice, game and team banquet schedules.
- Works with OhioHealth to secure athletic trainer coverage for contact sports.
- Supports the high school Athletic Director with monitoring academic eligibility for high school athletes and with creating and monitoring academic support plans.
- Supports in coordinating student-athlete leadership and volunteer events.
- Provides support for Commitment ceremonies.
- Manages and maintains technology platforms used to support athletic programs (e.g., Hometown Ticketing, FinalForms, DragonFly and Facilitron).
- Provides guidance and professional development to high school coaches to ensure high-quality sports experiences for students.

- Assists as needed with interviewing, selecting and coordinating the personnel recommendations for the various paid/volunteer coaching positions for each sports season.
- Ensures all coaches and volunteers are appropriately certified (e.g., licensure and CPR/First Aid).
- Arranges training for coaches and tracks required certifications as mandated by the OHSAA.
- Works with the Athletic Department Secretary to support necessary purchasing for the Athletic Director and teams.
- Serves as a mediator between parents and coaches when situations arise.
- Co-manages district website and social media for high school athletics.
- Confirms all transportation for each high school competition, including weekend bus transportation.
- Supports the Athletic Director with fostering good communication and working relations with City of Gahanna representatives and Gahanna Department of Parks & Recreation.
- Must be available to work non-traditional hours, including weekends; is present for at least three home events per week.
- Other duties as assigned by supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises athletes at all meetings and events.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

- High school diploma or equivalent.
- Experience working with children.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- BCI/FBI background checks, Fundamentals of Coaching, Sudden Cardiac Arrest, CPR, Concussion in Sports, Student Mental Health training, Pupil Activity Program Course, and Pupil Activity Permit.

**LANGUAGE SKILLS:**

- Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before people.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

**REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

- Must be interested in children and education.
- Must possess the emotional maturity and stability required to work with students with disabilities.
- Ability to establish and maintain effective working relationships with staff and school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

*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 talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 100 pounds (may be completed using a two-person lift or lifting equipment) such as students that are wheelchair bound, and students with adaptive equipment. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. The employee is required to support challenging and sometimes aggressive behaviors using Crisis Prevention Intervention procedures.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works both indoors and outdoors. The employee must be able to meet deadlines with severe time constraints. The employee will work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for safety, well-being and work output of students and coaches.

The noise level in the work environment is usually moderate/high.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I hereby agree that I am able to perform all of the essential functions of the job with or without accommodations. A copy was given to me for my records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*