



Austintown Local Schools

Job Title:	Assistant Athletic Director / H.O.P.E. Online Supervisor	Job Category:	Administration
Licensure:	Appropriate & valid Principal license	Location:	District
Reports to:	Athletic Director/Superintendent	Working Days:	220-day calendar
Qualifications			
<ul style="list-style-type: none">• Appropriate and valid Ohio Principal License• Proficiency in computer skills and knowledge of applications necessary to assess timely and relevant information and be able to disseminate the same.• Alternative to the above qualifications as the Superintendent or Board of Education may find appropriate			
Other Requirements:			
<ul style="list-style-type: none">• Strong communication and interpersonal skills.• Able to present information to individuals, small groups, and large groups in a clear and compelling manner.• Able to work successfully with students, parents, teachers, administrators, and the community.• Suited for situations that require the ability to plan, yet remain flexible enough to adapt to new situations or react to emergencies.• Suited for situations that require the ability to interact well with other people, but also the ability to work independently.			
Essential Duties and Responsibilities			
<i>Assistant Athletic Director Essential Duties</i>			
<u>Transportation</u>			
<ul style="list-style-type: none">• Serve as a liaison between all sport teams and the transportation department to request, schedule, confirm and ensure transportation needs for all sports teams in grades 7-12 are met• Submit all transportation change requests from sport teams to the transportation department• Send weekly transportation schedules to both the coaches and transportation department to verify all departing trips• Take phone calls (after regular business hours) from coaches or transportation department regarding any late arriving or no-show of either a sport team or bus			
<u>Picture Day</u>			
<ul style="list-style-type: none">• Serve as a liaison between all sport teams and Robert Senn Studios to request, schedule, confirm and ensure all sport teams have team/individual pictures taken prior to the start of the competitive season• Communicate with the coaches to inquire about senior night ceremonies dates/times and schedule Robert Senn Studios to ensure they will be in attendance to take pictures			
<u>Senior Nights</u>			
<ul style="list-style-type: none">• Communicate with coaches regarding when sports teams will conduct senior night ceremonies• Send communications to sport teams senior parents regarding logistics and time schedule of ceremonies• Distribute and collect senior night bios from sport team seniors and transfer all information into a Google Document that can be presented to the PA Announcer to read for ceremony• Call local florist and order flower for parents of seniors and pick them up on the day of the ceremony			
<u>Banquets/Awards</u>			
<ul style="list-style-type: none">• Communicate with coaches regarding when sport teams will conduct end-of-season banquets• Distribute standard list of varsity letter awards to coaches to order awards/trophies• Keep active inventory of awards (letter/sport pins)• Ensure all awards arrive prior to sport teams banquet and distribute awards to coaches			
<u>Tournament Payment</u>			



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- Communicate with athletic directors of visiting teams who compete in invitational tournaments that Fitch/AMS host to distribute contracts, W-9s, invoices
- Ensure all teams pay invoices and deposit checks with the Treasurer or designee

Weekly Cross Check Schedule

- Send electronic communication with athletic directors of all visiting teams who will compete on campus against Fitch/AMS sport teams verifying all games/scrimmages which should include a start time, parking, tickets, and sport medicine information
- Send electronic communication to all officials/referee/umpires of all games hosted on campus verifying start times of games, parking information and any special events that will take place prior to or during games (senior night ceremony, hall of fame ceremony, special recognition, etc.)

DragonFly

- Ensure all game competitions for sport teams at Fitch/AMS are on DragonFly software; all games should have completed contracts from opponents and officials assigned to the games
- After all game competitions for sport teams at Fitch/AMS ensure all officials are paid through the DragonFly platform and keep receipts of all payments

RSchools

- Ensure all game competitions for sport teams at Fitch/AMS are on RSchools software; all games should have opponents, start times and locations (home or away)
- Utilize RSchools software to create weekly competition schedules that can be distributed to visiting teams for Weekly Cross Check

Final Forms

- Ensure all students on sport teams in grades 7-12 have all requirements completed in Final Forms
- Upload student pre-participation physical evaluation forms as they are delivered to coaches or athletic trainers in Final Forms. Also keep hard copies of pre-participation physical forms on file for up to the preceding 6-years
- Ensure all coaches have all state and school district requirements completed and are updated in Final Forms
- Keep accurate records of all certificates and compliance training requirements for the Pupil Activity Permit

Pre-Participation Physical Evaluations/Drug Testing

- Provide all student-athletes in grades 7-12 with pre-participation physical evaluation and drug testing (grades 9-12 only) forms.
- Direct students to either their family physician or school district approved drug testing vendor to ensure all requirements are completed prior to beginning practice with any team.
- Attend all drug testing dates (on weekends) for sport testing teams to help check-in athletes and assist with the logistics of the testing

Payroll

- Collect all timesheets from event workers after event
- Enter hours worked into the Payroll voucher Sheet for central office to process payment
- Add up all hours on timesheets to total the hours worked and pay amount
- Have appropriate administrator (athletic director) sign all time sheets and send them to the payroll office

Performs other job-related duties as directed by the Athletic Director and/or Superintendent

H.O.P.E. Online Supervisor

Position overview

The H.O.P.E Online Supervisor will be responsible for the day-to-day operation of the Austintown E-Learning Center AELC. He/she will regularly communicate with staff and families ensuring all students' needs are met. The Supervisor will be the teacher of record for their licensed teaching areas. The successful candidate will need to have excellent leadership, communication and organizational skills.

Essential Duties

- Oversees the program and makes recommendations to the director of curriculum for enrollment, staffing, scheduling, and evaluating the program



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- Responsible for the opening and/or closing of AELC
- Collaborates with district marketing specialists for creating program flyers, webpage, program handbooks, student contracts, parent/family contracts, and all other print material
- Schedules and hosts in person and/or virtual student and parent meetings including but not limited to: orientation, intake, progress, and exit meetings
- Track student progress and updates students and parents weekly
- Administers and assigns all student discipline based on student code of conduct and handbook
- Regularly communicates with the principal team regarding placement and discipline concerns
- Regularly communicates with school counselors to obtain correct courses needed and schedules students
- Collaborates with Youngstown Phantoms and players for student enrollment and NCAA requirements
- Point of contact with Edmentum for all training, course needs, LMS questions and issues
- Maintains an up-to-date roster of students and informs the director of curriculum and treasurer of changes, estimated fees from the changes, and expected invoices
- Regularly communicates with the director of technology regarding student Chromebooks, desktops, copiers, network issues, technology needs, and district website
- Regularly communicates with school counselors to make sure students meet graduation requirements
- Works with the EWS team and school counselors and secretaries about student attendance and truancy
- Regularly communicates with the principals and director of security and attends home visits when needed
- Regularly communicates with transportation supervisor regarding the transportation of program students
- Regularly communicates with school nurse about emergency medical forms and student medical needs
- Regularly communicates with the food service director to obtain daily breakfast and lunch
- Collaborate with the director of operations and AELC custodial/maintenance team on needs
- Regularly collaborates with the director of special education and director of pupil services regarding special education, gifted, EL, homeless, and other students with exceptional needs
- Works with the director of security on the AELC Safety Plan and all required safety drills
- Organizes and leads staff training with a focus on student needs, progress, and staff needs
- Participates in hiring and development of schedules for program tutors
- Collects and submits timesheets for program tutors
- Submits grade reports to building secretaries and building counselors
- Teacher of record for licensed areas, including but not limited to: setting up classes, grading student work, assigning grades, and providing instruction and support to students in licensed areas
- Other duties as assigned by the superintendent and director of curriculum

Abilities Required:

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, non-verbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students/parents and staff.
- Completes paperwork accurately. Verifies and correctly enters data.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing, lifting, carrying, and moving



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work-related supplies/equipment

- Duties may require operating and/or riding in a vehicle, traveling to meetings and work assignments
- Duties may require prolonged use of a computer keyboard and monitor, working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes, bloodborne pathogens and communicable diseases
- Potential for interaction with disruptive and/or unruly individuals

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the Austintown Local School District Board of Education and the Master Agreement.

No portion of this job description shall supersede Austintown Local School District Board of Education policies and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either part.

The Austintown Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. It is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Last Updated

May 2025