

**WESTERVILLE CITY SCHOOLS  
OFFICE OF HUMAN RESOURCES**



**JOB DESCRIPTION:**

**HIGH SCHOOL ASSISTANT ATHLETIC DIRECTOR**

**WORK SCHEDULE:**

Seasonal, follows the Ohio High School Athletic Association calendar.

Minimum time commitment-approximately 75-100 hours per season.

**RESPONSIBLE TO:**

Building Principal and Athletic Director

**QUALIFICATIONS:**

Valid State of Ohio Teaching License in teaching assignment area preferred.

Required certification and training pursuant to guidelines and methodology set forth by the Ohio Department of Education and the Ohio High School Athletic Association.

**GENERAL DUTIES:**

Provide support and supervision for a broad athletic program that holds events in multiple Board-owned properties simultaneously.

**SPECIFIC DUTIES:**

1. Assists in resolving athletic concerns or issues.
2. Provide supplemental supervision for athletic events.
3. Assists with ensuring all paperwork for athletes and coaches is current.
4. Assists the Athletic Director to ensure Alcohol Tobacco and Other Drugs (ATOD) and OHSA compliance.
5. Provide supplemental responsibility for the supervision of gate money for athletic events.
6. Assists the Athletic Director by managing all athletic events.
7. Models and encourages student-athletes to exhibit good sportsmanship.
8. Assists with the coordination of opposing teams for all athletic events.
9. Assists with the management and supervision of athletic events.
10. Assists with the coordination of referees for all athletic events.
11. Assists with the coordination of transportation for all away games for athletic teams.

12. Assists Athletic Director with supervision at off-site events.
13. Utilize technology to assist in updating athletic department info for constituents.
14. Other duties as assigned by the Principal or designee.

*All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.*

*Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.*