

## **Job Description – Assistant Athletic Director**

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**Primary Function:** Under the direction of the Athletic Director, provides each student (grades 7-12) an opportunity to participate in extracurricular athletic activities that will improve physical skills, develop a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play. Provides each student with the opportunity to participate in an extracurricular athletic activity and ensures compliance with all federal, state, University Interscholastic League (UIL), and local requirements. Provides visionary leadership for a total athletic program.

### **Responsibilities/Duties:**

- Directs and manages assigned areas of the District's athletic program, including Cheerleading and Middle and High School Athletic programs
- Establishes and maintains open lines of communication on vital issues with parents, students, teachers, and campus and District administration
- Demonstrates awareness of district and community needs, initiates activities to meet those needs, and uses appropriate and effective techniques to encourage community and parent involvement
- Implements the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics
- Supervises all athletic programs to make sure all University Interscholastic League rules and regulations are strictly followed
- Implements district student management policies, communicates expected student behavior related to athletics, and ensures enforcement of student discipline in accordance with Student Code of Conduct, Extra-curricular Code of Conduct and the student handbook
- Attends district athletic contests
- Supervises assigned athletic operations, including scheduling of all athletic events, overseeing the inventory for all athletic programs and arranging all details for all athletic events
- Develops and distributes master schedules of all the athletic events
- Develops and distributes the UIL Eligibility Calendar
- Oversees and coordinates facility rentals of all District athletic facilities
- Assists the Athletic Director in screening, selecting, placing, and supervising all coaches in the athletic programs
- Assists with planning for future bond elections
- Assists in evaluating all coaches and recommending retention or dismissal of all coaches in the athletic programs
- Works with the booster clubs regarding approval of all fund-raising events for all athletic programs
- Plans and supervises (with booster club) an annual recognition program for all high school athletics

### **Supervisory Responsibilities**

- Supervises all coaches and support staff for assigned areas, including Cheerleading and Middle and High School Athletic programs

## Other

- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

## Knowledge and Abilities:

Knowledge of:

- Overall operations of a high school athletic program
- State and UIL policies governing athletics
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Manage budget and personnel
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

**Education/Licenses/Experience:** Bachelor's degree from an accredited college or university. Valid Texas teaching certificate with physical education endorsement. Five years of successful teaching and coaching experience.

## Working Conditions:

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

**Physical Demands/Environmental Factors:** Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware; frequent reaching; occasionally work irregular hours and prolonged hours; occasional district-wide, state-wide travel

**Physical Conditions** – involves both inside work in conditioned spaces and unconditioned outside work at construction sites and at incomplete construction projects

**Lifting/carrying** – Lifting 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer

**Calendar and Salary Range:** 225 work days. See current salary for Administrative Compensation Plan.

**Revised:** 05.26.26

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The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature

Date