Assistant Athletic Director Job Description

Overview of the Position: Assists and coordinates activities pertaining to student athletes under the direction of the Athletic Director.

Responsibilities/Duties (but are not limited to, the following):
1. Assists the coordination of high school sports.
2. Assists in the scheduling of all athletic events.
3. Maintains all eligibility records and procedures (Finalize report with Athletic Director).
4. Assists in coordinating all details for home athletic events.
5. Greets teams and officiating crew.
6. Assists in arranging team transportation.
7. Assist in scheduling facilities for use by teams, practices and games.
8. Assist in equipment accountability and safety.
9. Assists in keeping of new knowledge, innovative ideas, new coaching techniques, and research regarding athletics.
10. Supervise athletic contests (Middle and High School).
11. Assist with the working with the maintenance and operations department in obtaining services for existing athletic facilities.
12. Perform other duties and responsibilities as assigned by the Athletic Director, principal or his/her designee.

Work Schedule:
- The normal work schedule will be determined by district administration. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

Occupational Certificates/Licenses
- Valid First Aid Training
- CPR Certified
- Official College Transcripts

Physical Demands:

Endurance - Move from location to location frequently. Be able to exert force and or lift, carry objects weighing but not limited to 20 lbs.

Mobility - Possess the ability to maintain an appropriate position at a workstation and to move around the work environment.

Sitting - Remain in a seated position occasionally.
Reaching- Have the ability to reach when necessary.
Talking- Constantly express or exchange ideas by means of the spoken word to impart oral information to students, school personnel, parents, or community stakeholders in order to convey detailed spoken instructions to other workers accurately, loudly and quickly.

Specialized Demands

Technology- Be able to use programs that are appropriate to the job description.

Data- Collect and analyze data to share with district administration or community when applicable.

Should you add something about, Must have coached for a minimum of 3 years, something about time commitment because of Saturdays? Maybe also add something about attending annual conference for PD as an athletic director assistant?