

Job Description

Job Title: Assistant Athletic Director

Supervisor(s): Athletic Director & Principal

Job Classification: Exempt

Job Summary

Position is responsible for assisting the athletic director with the school's comprehensive athletic program. Position serves as a secondary point of contact for coaching and administrative staff.

Essential Duties

1. Assists the athletic director in activity set up, management, and supervision of home games/events.
2. Works with the athletic director to keep accurate records of uniform inventory, equipment inventory, filing and record keeping of sports physicals, and game scheduling.
3. Serves as a source of accessibility to the coaching staff and event workers.
4. Assists the athletic director to develop facility use schedule of the gyms, fields, and weight room.
5. Serves as an informational source for Coaching Staff.
6. Performs any other related duties as assigned by the athletic director.
7. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Previous or current coaching experience at the high school or college level preferred. Must possess excellent organizational skills and the ability to handle details accurately. Ability to work effectively and maintain composure under pressure of short deadlines. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.

Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

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. Duties are normally performed in a school environment or outdoors. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Athletic Director & Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Athletic Director will be required to follow any other instructions and to perform any other related duties as assigned by the Athletic Director & Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

09/2022 CR