

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Assistant Athletic Director
Job Group: Non-Certified, Non-Union
Reports To: Principal, Athletic Director

Summary: The Assistant Athletic Director work collaboratively with the Athletic Director, Administration, and School/District staff to support the student programming and staffing needs of the athletic department. The Assistant Athletic Director will be the office lead, coordinating day-to-day office operations, and serve as a game supervisor, all under the direct supervision of the Athletic Director. This position also assists administrators by performing projects and clerical duties. Works a flexible schedule to be present at athletic events and in a highly visible role, dealing frequently with sensitive communications and information.

Essential Duties and Responsibilities:

1. Provides assistance to athletic director by:
 - a. Provide administrative support and independent decision-making on day-to-day operations including budget, travel, events, and activities that often involve coordination with various offices.
 - b. Proactively maintain and be the primary scheduler of the Athletic Director's and department's overall calendar.
 - c. Answer and screen phone calls and respond appropriately.
 - d. Undertake administrative duties to support the Athletic Director such as managing travel arrangements, including processing travel requests and expense reports.
 - e. Act as the designated absence manager for the Athletic Director.
 - f. Maintain department-wide directory and update department databases.
 - g. Plan, develop and coordinate multiple projects simultaneously.
 - h. Coordinate all Athletic Department-wide planning meetings (ex. Coaches Meeting prior to season starting).
 - i. Maintains confidential information in compliance with HIPAA and FERPA related to students grades, student health concerns, as well as confidential staffing information.
 - j. Develop, implement, and provide support to special projects both on and off campus. Specific tasks may include, but are not limited to:
 - i. Completing purchase orders for signature
 - ii. Assisting the Athletic Director with athletic eligibility forms
 - iii. Maintaining the athletic department master schedule of all home and away events
 - iv. Assisting with medical clearance process for the athletes
 - v. Scheduling game officials and ensuring they are paid on time
 - vi. Ensuring that accident reports are completed and directed to appropriate personnel within the school
 - vii. Supporting coaching staff with employment documents
 - viii. Ordering and tracking awards with coaching staff
 - ix. Processing of performance reviews for coaches
 - k. Serves as game/event staff personnel.
2. Provides administrative assistance to athletic director:
 - a. Creates lists and distributes information as appropriate.
 - b. Maintains records and files as directed.
 - c. Exercises independent judgment with respect to real and/or potential problems and brings to the immediate attention of the athletic director.

- d. Attends meetings as assigned.
 - e. Creates, reviews and edits reports, correspondence and other documents.
 - f. Researches questions and concerns as requested.
 - g. Generates documents, spreadsheets, tables, etc. as directed
3. Assumes responsibility for clerical tasks and duties such as, but not limited to:
 - a. Prepares employment and compensation documentations for coaching staff (Short/Additional Duty Forms, Request for Payment, etc.).
 - b. Composes and types correspondence, letters, memos, agendas, and documents.
 - c. Maintains files and other School data; completes reports and enters data into databases.
 - d. Prepares data and information.
 - e. Tracks required information and prepares designated reports.
 4. Performs other duties as assigned.

Supervisory Responsibilities: The Assistant Athletic Director does not directly supervise any staff but will provide the Director input and feedback related to coaches and department staff. The ability to work in a collaborative team environment is essential to the employee's successful job performance

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Assistant Athletic Director must have a valid driver's license. The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school graduate or equivalent plus two years' related experience as an athletic coach or athletic administrator. Associate degree in a related field is preferred.

Language Skills: Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Ability to develop and write routine and complex reports and correspondence. Ability to speak effectively with employees of the School District, the greater school community and general public. Excellent writing skills are required.

Math Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Skills: Ability to solve practical problems and deal with a variety of concrete variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to maintain confidentiality of information presented in various forms (written/oral).

Other Skills and Abilities: Must have strong organizational skills, excellent verbal and written communication skills, be a team player who proactively assists others when needed, able to perform assigned duties with speed and accuracy while meeting deadlines, proven record of attendance and punctuality, familiarity with athletics, computer and interpersonal skills. Have ability to learn and utilize new software programs as systems are upgraded. Must have above average typing skills (at least 45 words per minute). Demonstrated ability to establish and maintain effective working relationships with staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Must be able to keep high levels of confidentiality in all aspects of job performance. Ability to perform duties with awareness of all School District requirements and School Board policies.

Physical Demands: The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the School District may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools or controls. The employee is occasionally required to stand and reach with arms or hands. Specific vision abilities required by this job include close vision. The employee must be able to transport materials and equipment from building to building for meetings. The employee must occasionally lift and/or move up to 50 pounds.

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. The noise level in the work environment is usually moderate and work is performed both in an office or school environment, as well as at athletic games and events.

Terms of Employment: 200 day contract

Evaluation: Annually

Developed: 5/9/2023

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.