



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Assistant Athletic Director

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 227

**REPORTS TO:** Athletic Director

**DATE REVISED:** 01/2025

### **PRIMARY PURPOSE:**

- The role of the Assistant Athletic Director is to assist with the coordination and administration of the district's athletic programs within the policies of the district and other regulatory agencies and to perform the duties of Head Coach for an assigned sport.

### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

- Bachelor's Degree
- Certification as per Texas Education Agency
- Prior successful experience as teacher and coach

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **ROLE 1: INSTRUCTIONAL MANAGEMENT**

1. Assists the Athletic Director in coordinating and scheduling all competitive athletic contests.
2. Assists in the formulation of local rules, etc. for student athletes with applicable school administrators and reviews these rules relative to compliance with District policies and other regulatory agencies.

**ROLE 2: SCHOOL/ORGANIZATIONAL CLIMATE**

3. Provides for two-way communication channel with principals, teachers, staff, parents, and community.

**ROLE 3: SCHOOL/ORGANIZATIONAL IMPROVEMENT**

4. With regard to athletic programs assigned to the Assistant Athletic Director; the Assistant Athletic Director assumes responsibility for ensuring athletic programs comply with University Interscholastic rules and procedures and disseminates this information to applicable coaches and administrators.

**ROLE 4: PERSONNEL MANAGEMENT**

5. Recommends personnel for coaching positions. To the Athletic Director and appropriate principal.
6. Evaluates coaching personnel according to District procedures.

**ROLE 5: ADMINISTRATION and FISCAL/FACILITIES MANAGEMENT**

Assists the Athletic Director with the following:

7. Organizes and administers the total athletic program of the district.
8. Adheres to District procedures relative to budgeting, purchasing, and distributing athletics equipment and supplies.
9. Maintains effective inventory and accountability procedure for equipment, etc.
10. Inspects athletic facilities and equipment regularly to insure proper care and maintenance.
11. Assumes administrative responsibility for securing needed personnel (gate keepers, officials, time/score keepers) at District athletic events.
12. Prepares budget for athletic programs.
13. Evaluates the overall athletic program of the district.

**ROLE 6: STUDENT MANAGEMENT**

14. Demonstrates support for the district's student management system and expected student behavior related to operational aspects of the district (i.e., transportation, food services, classroom facilities)

**ROLE 7: PROFESSIONAL GROWTH and DEVELOPMENT**

15. Provides leadership in addressing challenges facing the profession; pursues professional development activities; disseminate ideas and information to other professionals.
16. Exhibits planning, organizational, and leadership skills.
17. Adheres to professional channels in communicating ideas, and concerns.
18. Exhibits punctuality and dependability in attending meetings, and in reading and responding to District communications.
19. Adheres to Professional Ethical Standards in relationship to students, parents, patrons, teachers, and administrators.
20. Exhibits maturity and emotional control.
21. Dresses and grooms appropriately.
22. Projects a friendly and pleasant personality.

## **ROLE 8: SCHOOL/COMMUNITY RELATIONS**

23. Possesses ability and skill for effectively communicating with all facets of the school and community.
24. Establishes and maintains effective public relations for athletic programs through positive and cooperative interaction with news media, and booster organizations.
25. Demonstrates cooperativeness and flexibility in working with various components of the school and community.
26. Perform other duties as assigned.

## **Mental Demands/Physical Demands/Environmental Factors:**

### **Tools/Equipment Used:**

Athletic equipment, standard office equipment including computer and peripherals and other instructional equipment; automated external defibrillator (AED).

### **Posture:**

Sitting; prolonged standing; occasional kneeling, squatting, bending, stooping.

### **Motion:**

Frequent walking; repetitive hand motions, frequent keyboarding, and use of mouse; frequent physical movements associated with sport; moderate grasping/squeezing, wrist flexion/extension and reaching.

### **Lifting:**

Frequently light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

### **Environment:**

Frequent districtwide and statewide travel.

### **Mental Demands:**

Maintain emotional control under stress, frequent prolonged and irregular hours.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**