

# **WARREN COUNTY PUBLIC SCHOOLS**

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## **Assistant Athletic Director Position Description**

**LOCATION:** Division High Schools

**JOB CATEGORY:** Supplement Part - Time

**PAY GRADE:** Supplement

**FSLA:** Non - Exempt

**IMMEDIATE SUPERVISOR:** Athletic Director / High School Building Administrator(s)

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Assist the Athletic Director and coaches to help coordinate a comprehensive high school student athletic program to include VHSL athletics and activities. Provides effective leadership that will ensure a positive learning environment and will stress the importance of academic achievement.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Plans, schedules, and oversees the interscholastic day, evening, and weekend athletic events;
- Prepares and distributes inter-scholastic contracts; prepares annual master athletic and VHSL activities calendar; attends athletic events;
- Coordinates and advises athletic coaches; conducts meetings to explain policies and programs and to discuss problems;
- Assists the building administrator in screening coaching applications, interviews candidates, and prepares recommendations for the principal;
- Coordinates and participates in preparation for athletics and VHSL student activities, including preparation of facilities, securing of necessary temporary personnel (i.e., ticket sellers, gate coverage, police, public address crews, doctors, and game officials), arrangement of transportation, allotment of concessions, preparation for traffic and crowd control, lining of fields, and

arrangement of custodial coverage, clean-up, and repair, after events;

- Interprets students' eligibility and prepares eligibility lists; arranges for team physical examinations where applicable;
- Coordinates and participates in the maintenance of accounts for athletics and VHSL activities, processing of required insurance forms, selection, requisitioning, inventory, and repair of equipment and supplies, and preparation of budgets;
- Arranges special events such as award presentations, rallies, and programs by outside groups interested in promoting athletic activities, including attending athletic booster club functions;
- Develops and implements an annual plan to promote positive public relations regarding athletic activities;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- Assumes responsibility for evaluating all athletic coaching staff members ;
- Assumes responsibility for adherence to all Virginia High School League, conference and regional rules and regulations;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Models non-discriminatory practices in all activities;
- Assumes and performs related duties as assigned by the school administration in accordance with the school/system policies and practices.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Candidate must be able to communicate effectively, provide leadership to diverse groups, prioritize workload, and work with little supervision. Must possess thorough knowledge of school division rules, regulations and procedures, and knowledge of Virginia High School League rules and regulations.

### **EDUCATION AND EXPERIENCE**

Candidate must possess a Postgraduate Professional License. Candidate must have five years of successful experience in teaching, coaching, and/or administration.

### **SPECIAL REQUIREMENTS**

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: classrooms; gymnasiums, cafeteria; auditorium; and recreational areas. Frequent walking, standing, lifting objects weighing up to approximately 25 pounds, and occasional lifting in excess of 75 pounds. Other limited physical activities are required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular Instruction to special needs children may be necessary. Contact with other staff members, coaches, athletic trainer, and parents is required. Contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

### **EVALUATION**

The Athletic Director will evaluate performance on ability and effectiveness in carrying out the above responsibilities.