

ASSISTANT ATHLETIC DIRECTOR

JOB GOAL/PROGRAM DESCRIPTION:

Assist in overseeing the general sports program and athletic events, under the general supervision and in coordination with the Athletic Director.

PERFORMANCE RESPONSIBILITIES AND DUTIES:

Assists Athletic Director in supervision and smooth operation of athletic program.

Assures student/athlete compliance with physicals, emergency medical cards, ASB, eligibility, insurance paperwork, etc.

Follows-up with coaches' clearance with the employment paperwork at the District Office.

Secures officials' payment as well as related duties for game officials as required by C.I.F.

Secures payment for all game workers.

Provides courtesies for print and radio/television media at home contests; calls in game results.

Provides courtesies and facilities to visiting schools, as required by C.I.F.

Secures and manages ticket sellers/takers, game timers/scorers, P.A. announcer and security.

Observes practices on occasional basis.

Assists with proper running and supplying of concession stands.

Supervises team benches, allowing authorized personnel in area only.

Provides access for visiting team bus to proximity of locker room area.

Assures crowd control.

Oversees storage of game equipment as needed.

Secures game receipts.

Perform related duties as assigned.

REPORTS TO:

Athletic Director; Principal

REQUIRED QUALIFICATIONS:

Certificated employee

Possession of valid First Aid and CPR certification

General principles of supervision and training.

DESIRED QUALIFICATIONS:

Previous experience with high school athletic program.

Knowledge of record keeping practices.

Bilingual: Spanish.