

TITLE: Administrative Assistant to HHS Athletic Director

QUALIFICATIONS: Certification of good health signed by a license physician; high school diploma; certification in first aid and CPR; ability to maintain confidentiality; ability to work with computerized systems to perform clerical duties; possess knowledge of accounting procedures; ability to organize and work without direct supervision, ability to work with staff, students and parents; ability to deal tactfully both on the phone and in personal contacts with the community and the ability to meet whatever alterations to the above qualifications as the Board finds appropriate and acceptable.

REPORTS TO: Athletic Director / Principal

JOB GOAL: To assist the Athletic Director with all athletic events.

COMPENSATION: 240 Days / 8.0 Hours per Day on the Classified Salary Schedule

PERFORMANCE RESPONSIBILITIES:

Work with students, parents, coaches, faculty and administrators as part of the Athletic Administrative team.

Assist the Athletic Director in the development of an annual budget and its implementation.

Responsible for collection and tracking of all athletic fees per sport.

Create Purchase orders for athletic related purchases.

Ensure invoices are submitted to the treasurer for payment.

Coordinate with coaches on fundraising activities and ensure money is tracked properly.

Knowledgeable on Kentucky Red Book Accounting procedures.

Assist the Athletic Director in ensuring that all applicable laws and regulations relating to athletics are applied and followed, including Title IX, Red Book, and KHSAA By-laws.

Maintain records and documents to ensure proper documentation of athletic program activities, events, participation, and related information for the purpose of complying with District policies and KHSAA By-laws.

Ensure all rosters are accurate in KHSAA for regular and post season play for all sports each season.

Assist in organizing and scheduling interscholastic athletic events.

Provide game day contracts for home varsity sporting events.

Assist with the planning, coordinating and management of KHSAA District, Regional and State Tournaments.

Communicating with coaches, athletic administrators, officials' assignor, officials, and game day staff about any changes to the athletic schedule.

Game day operations: planning, supervising and managing athletic events as assigned by the Athletic Director.

Hire game-day staff: timers, ticket-takers and sellers, scoreboard staff, announcers, game administrators and event support staff.

Ensure officials are assigned in Arbiter for all home sporting events.

Responsible for payment of all officials in Arbiter.

Responsible for coaches meeting Athletic Department, District, and KHSAA certification requirements.

Assist in developing the agenda, preparation and implementation of coaches meetings each season.

Assist in coordinating practice and game schedules for gym and field times.

Assist Director of Operations and Athletic Director to confirm practice and game fields and gyms are maintained and game ready.

Schedule and coordinate athletic team and individual senior banner pictures at the beginning of each sport season.

Ensure coaches submit a list of letter and award winners at the conclusion of their respective seasons and supply coaches with all needed certificates and awards.

Develop communication and/or correspondence in conjunction with the Athletic Director for letters, tournament invites, tournament brackets and information.

Recording secretary for Athletic Committee, Hall of Fame Committee, and Title IX Committee.

Assist in maintaining accurate and up to date information on highlandsathletics.com.

Organize and secure transportation for Highlands High School and Middle School: school day field trips and all athletic events.

Meet all District requirements for eligibility to drive District owned or rental vehicles.

Drive athletic teams to contests in the event the coaching staff is unavailable.

Assist in explaining and positively promoting Highlands Athletics.

Executing any other duties or assignments as directed by the Athletic Director or High School Principal.

TERMS OF EMPLOYMENT:

Term contract with specified beginning and ending dates as indicated in letter of employment. Works all days that teachers work plus extra days prior to school opening and after school closes. Hours are as designated by principal.

EVALUATION:

Evaluation of the performance of this job will be based on a combination of self evaluation and supervisor's evaluation according to the procedures developed for all district personnel.