



Bullitt County Public Schools

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TO: Dr. Jesse Bacon, Superintendent *JB*
Adrienne Usher, Assistant Superintendent

FROM: Althea Hurt, Director of Human Resources *AH*

DATE: May 12, 2022

RE: Item for the MAY Board Meeting - Request approval for Assistant Athletic Director Job Description

Requested is approval of the new job description for **Assistant Athletic Director**. If approved, the Director of Finance will seek approval for the position to be included on the 2022-2023 Salary Scale.

Attachments: Assistant Athletic Director Job Description

BULLITT COUNTY PUBLIC SCHOOLS

POSITION: Middle School Asst. AD (School-paid)



POSITION SUMMARY: Plans, organizes and delivers all athletic programs, in person or virtually, that support the premise that high expectations for all students are possible.

QUALIFICATIONS: 1) Criminal Background Check
2) Experience working with students and coaches
3) A current employee of BCPS, preferably working in the building

TERMS OF EMPLOYMENT: Seasonal

REPORTS TO: Athletic Director and/or Principal or Building Level Administrator

SUPERVISES: Coaches and Students

PERFORMANCE RESPONSIBILITIES:

1. Promotes all sports in the school and community
2. Assists in supervision of the athletic program
3. Manages game events including ticketing
4. Responsible for model procurement
5. Teaches good sportsmanship at all times.
6. Ensures that all students meet all academic eligibility requirements and sports safety requirements including sports physicals, parent/guardian consent, and all other requirements
7. Keeps informed of all rules and regulations established for high school participation by the KHSAA and BCPS
8. Completes all coach requirements regarding sports safety including CPR and AED certification and the KHSAA Sports Safety Course as well as all NFHS course as required by level of education in a timely manner
9. Completes all trainings and other compliance requirements as assigned and by the designated deadline
10. Performs all other duties as assigned by supervisor

PHYSICAL DEMANDS:

	Seldom/ Rare	Occasional (Up to 1/3 of Work Day)	Frequent (Up to 1/3 to 2/3 of Work Day)	Repetitive (Up to 2/3 of Work Day)
Standing/Walking				✓
Sitting			✓	
Handle/Finger/Feel			✓	

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Reach/Push/Pull			✓	
Bend/Stoop/Crouch			✓	
Kneel/Crawl			✓	
Climb/Balance	✓			
Lift/Carry (Check Frequency)				
Up to 10 lbs.			✓	
Up to 20 lbs.			✓	
Up to 50 lbs.		✓		
Up to 100 lbs.	✓			
Over 100 lbs.	✓			

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

Print Name: _____ Date: _____

Signature: _____