**Revised April 26, 2023**

**BELLEVUE INDEPENDENT SCHOOLS**

# JOB DESCRIPTION

**POSITION TITLE:** **ASSISTANT TO THE ATHLETIC DIRECTOR**

**QUALIFICATIONS: 1. Has demonstrated an ability to work with staff and administration.**

**3. Has demonstrated evidence of leadership ability.**

**4. Has experience in athletics.**

**REPORTS TO: Athletic Director and Building Principals**

**RESPONSIBILITIES/ACTIVITIES:**

* Complete paperwork required by Board of Education and KHSAA on coaches as directed by Athletic Director.
* Administrate home varsity matches as needed and directed by the Athletic Director
* Ensure the sale of of advertising signage at all Bellevue High School athletic venues in order to generate financial resources that at a minimum meet the financial needs of the athletic department Provide gate workers, tickets, and change for all games.
* Coordinate maintenance issues at Grandview Elementary with the lead maintenance director.
* Coordinate all classes for Grandview Elementary coach’s education and CPR and AED training required by KHSAA.
* Run academic/behavior reports for Grandview Elementary students participating in athletic programs.
* Recruit coaches to facilitate programs at Grandview Elementary and monitor/provide feedback.
* Schedule all gym times and field times at Grandview Elementary.
* Provide assistance to coaches on paperwork required by KHSAA and school board.
* Assist Athletic Director to arrange for all workers, including security, for athletic events. (Football/Soccer/Basketball) to include all tournaments, bowl games, district playoffs and regional games.
* Assist in keeping records for each sport.
* Forward all paperwork on invoices, bills to Treasurer-properly coded.
* Answer calls/provide answers regarding the Grandview Athletic Department and forward calls regarding middle and high school to appropriate person unless administrating said varsity game.
* Implement financial procedures per Redbook.
* Perform various duties as assigned by the Athletic Director/Principals.
* Fills in when Athletic Director is unavailable.
* Apply all school and district policies and procedures.