



NEW: Submitted:
10/15/2025 10/14/2025

JOB TITLE:	JUNIOR ATHLETIC DIRECTOR
DIVISION	DIVERSITY, EQUITY, AND POVERTY
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	FALL OR SPRING SEMESTER
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	STDT

SCOPE OF RESPONSIBILITIES

The junior athletic director, in coordination with a supervising high school athletic director, is responsible for promoting athletic programs, including engaging students, staff, and parents in all athletic programs; emphasizing good sportsmanship and fostering a culture of respect and fair play; highlighting academic performance and having awareness of resources for academic support; and collaborating with athletic department staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in promoting all sports in the school and community
Attends selected home games
Assists athletic trainers as assigned
Assists officials as assigned
Assists with game management, setting up scoreboard and equipment, working scorer tables, and/or announcing games
Participates in aspects of field maintenance not involving motorized equipment
Assists with marketing of athletic programs
Maintains positive public relations and communications
Attends bi-weekly meetings as required
Understands and assists with game entry process with adult supervision
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Conducts inventories of all athletic equipment, uniforms, supplies, or concessions
Performs all other duties assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work is repetitive. The work, at times, requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push and pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

2.5 grade point average or higher
Recommendation from Jefferson County Public Schools staff member

DESIRABLE QUALIFICATIONS

Effective communication skills
