



JOB TITLE	Athletic Director Administrative Assistant
REPORTS TO	Principal and/or Athletic Director
SALARY SCHEDULE/GRADE	Extra Service
CONTRACTED DAYS AND/OR HOURS	Extra Service
JOB CLASS CODE	6217
POSITION CLASSIFICATION	Certified/Classified
DATE APPROVED	

QUALIFICATIONS

Minimum of three (3) years coaching experience/athletic involvement preferred.

POSITION SUMMARY

To provide each student an opportunity to participate in extracurricular athletic activities that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of the sport, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES

Assists in the organization and administration of the overall program of interscholastic athletics pursuant to Board and KHSAA policies.

Fosters good school/community relations by keeping the community aware of and responsive to the athletic program.

Assists in the organization and administration of all interscholastic events; prepares a master calendar that includes all practices and events; schedules district facilities. Coaches may recommend and assist in scheduling, but the athletic director retains responsibility.

Assists in the development, in collaboration of the Athletic Director, of appropriate rules and regulations governing the conduct of teams and coaches pursuant to Elizabethtown Board of Education policies.

Works with visiting teams to ensure needed services.

Assists in the coordination of record keeping and results of all athletic contests.

Contacts law enforcement officers/emergency medical staff for athletic contests and activities

Supervises after hours extra-curricular activities as designated by the athletic director/principal.

Supervises ticket and concession sales at athletic events; school vending sales; and responsibility for proper handling of money pursuant to Board and KDE regulations.

Assists in the supervision and ensures an annual recognition program for school athletes.

Promotes and directly encourages students to work toward academic achievement during their high school careers.

Maintains confidentiality of students and/or staff.

Assists in the evaluation of athletic programs on an annual basis.

Assists in the mediation and resolution of problems, issues, and concerns that may arise between coaches and athletic programs.
Assists in ensuring compliance of Title IX, to include completion and submission of reports and observance of regulations; collaborates with the district Title IX administrator.
Assists in overseeing the effective utilization of the athletic facility scoreboard to ensure maximum utilization.
Assists in providing long range planning for major athletic repairs/upkeep by utilizing a shared commitment from the athletic and district funds.
Oversee the promotion of athletics through various social media outlets.
Collects and maintains required paperwork for all coaches and athletes as required by KHSAA and district board policy.
Performs such other tasks and assumes such other responsibilities the athletic director or principal may assign from time to time.

KNOWLEDGE AND ABILITIES
Record keeping.
Operation of computer and other technology.
Verbal and written communication skills.
Laws, rules and statutory regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Prioritize and schedule work.
Determine appropriate action within clearly defined guidelines.
Meet schedules and timelines.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	☐	☒	☐	☒
Sitting	☐	☒	☐	☐
Handle/Feel	☐	☒	☐	☐
Reach/Push/Pull	☐	☒	☐	☐
Bend/Stoop/Crouch	☐	☒	☐	☐
Kneel/Crawl	☐	☒	☐	☐
Climb/Balance	☐	☒	☐	☐
Lift/Carry (check weight and frequency)				

Up to 10 lbs.	☐	☐	☐	☒
Up to 20 lbs.	☐	☐	☐	☒
Up to 50 lbs.	☐	☒	☐	☐
Up to 100 lbs.	☒	☐	☐	☐
Over 100 lbs.	☒	☐	☐	☐