



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Assistant Athletic Director
SCHOOL/DEPARTMENT	Assigned School
SALARY	Per appropriate salary schedule
FLSA STATUS	Exempt
REPORTS TO	School Athletic Director
SUPERVISES	Coaches
WORK WEEK SCHEDULE	Monday – Friday; some evenings and weekends
WORK HOURS	40 Minimum
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

The Assistant Athletic Director provides assistance to the School Athletic Director regarding the provision and supervision of athletic programs at the assigned school.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of all the Athletic Policies approved by the Orange County Schools Board of Education
- Thorough knowledge of existing system, state, and conference regulations
- Thorough understanding of the proper administrative chain of command
- Thorough knowledge of the fundamental philosophy, skills and techniques associated with the athletic program
- Thorough knowledge of state and federal requirements regarding physical examinations, parental consent, and eligibility for athletic participation
- Thorough knowledge of training rules and any other unique regulations pertaining to the various sports in which athletes are engaged

- Thorough knowledge of guidance and safeguards in place for the safety of athletes in order to address medical injuries and emergencies
- Thorough knowledge of the process for initiating policies and procedures applicable to the athletic program

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in Physical Education or related field
- Minimum of three (3) years of classroom experience as a Physical Education teacher at the middle or high school level
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- NC Teacher Certification in Physical Education
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Master's Degree or additional credits beyond Bachelor's Degree from an accredited institution in a related field

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the implementation by the entire staff of the sports program in accordance with the OCS Athletic Policy and Board of Education policies
2. Implement existing system, state, and conference athletic regulations with fidelity
3. Utilize the proper administrative line of command and refer all requests of grievances through proper channels
4. Attend all required public/staff/departmental meetings
5. Establish the fundamental philosophy, skills, and techniques to be taught by staff
6. Design conferences, clinics and staff meetings to insure staff awareness of overall program as needed
7. Encourage staff professional growth by encouraging clinic attendance according to local clinic policy
8. Delegate specific duties, supervise implementation, and at season's end, analyze staff effectiveness and help evaluate staff as needed
9. Maintain discipline, address grievances, and work to increase morale and cooperation
10. Assist the Athletic Director with scheduling, providing transportation, and communicating requirements for tournament and special sporting events
11. Assist in the necessary preparation to hold scheduled sport events or practices and adhere to scheduled facility times
12. Coordinate programs with maintenance and school employees

13. Provide documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility
14. Provide proper safeguards for maintenance and protection of assigned equipment sites
15. Advise the Athletic Director and Athletic Supervisor regarding any concerns and recommend policy, method or procedural changes
16. Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant
17. Monitor and give constant attention to student athlete grades and conduct
18. Must be present at all practices and games
19. Provide assistance, guidance, and safeguards for each participant
20. Share responsibilities for upkeep and regular care of facilities and fields
21. Initiate programs and policies concerning injuries, medical attention, and emergencies
22. Complete and submit proper paperwork regarding all disabling athletic injuries to athletic office within 24 hours of the occurrence
23. Determine discipline in accordance with school system policies
24. Communicate procedures regarding due process entitlements when the enforcement of discipline is necessary
25. Contact parents when a student is dropped from a team or becomes ineligible to participate
26. Assist athletes with their college or advanced educational selections
27. Participate in the budgeting function with the Athletic Director by establishing requirements for the next season
28. Recommend guidelines regarding type, style, color, or technical specifications of equipment
29. Assist with operating within budget appropriations
30. Properly mark and identify all equipment before issuing and/or storing
31. Monitor equipment rooms and coaches' offices; authorize who may enter
32. Issue and/ or requisition equipment
33. Limit student athlete presence to authorized areas of the building at the appropriate times
34. Examine locker rooms before and after practices and games
35. Check on general cleanliness of the facility and be responsible for cleanliness and maintenance of specific sport equipment
36. Secure all doors, lights, windows, and locks before leaving building if custodians are not on duty
37. Instill in each player a respect for each other, equipment and school property, emphasizing care and proper use of equipment
38. Help organize parents, coaches, players, and guests for pre-season meetings
39. Promote the sport within the school by recruiting athletes who are not in another sports program
40. Promote the sport outside the school via news media, Little League programs, or in any other feasible manner
41. Maintain good public relations with news media, Booster Club, parents, officials, volunteers, and spectators
42. Present information to news media concerning schedules, tournaments, and results if needed
43. Perform other duties as assigned by the Athletic Director, Athletic Supervisor and/or School Principal

WORKING CONDITIONS	
PHYSICAL DEMANDS	Substantial standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Work is considered moderate physical work requiring the exertion of up to 50 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*