

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Assistant Athletic Director
QUALIFICATIONS:	Valid teacher certification; Experience in a leadership role
REPORTS TO:	Director of Athletics

PERFORMANCE RESPONSIBILITIES:

1. Assists the Director of Athletics and High School Principal in the coordination of high school secondary sports and activities.
2. Serves as a liaison with the Director of Athletics and the Secondary School Principals for the implementation of policy and practices.
3. Prepares and maintains necessary reports and records in accordance with the requirements that govern such records and reports.
4. Represents or delegates a representative to attend high school athletic contests, conference and state association meetings.
5. Works closely with the Director of Athletics to assure budgets and expenditures are accurate and accountable.
6. In cooperation with the head coach of each sport, works within the allocated budget for each sport.
7. In cooperation with the head varsity coach of each sport, prepares and recommends the purchase and repair of equipment and supplies.
8. Assists the Director of Athletics in supervision of inventory, storage and care of equipment and supplies. Ensures that all head coaches submit an inventory; and properly store and care for all equipment and supplies.
9. Assists with eligibility of all high school athletes.
10. Works with the Director of Athletics to arrange contracts with other schools for athletic contests and for game officials.
11. Assists in the supervision of and the preparation for and sale of admissions to athletic contests; to include advance sales, ticket sellers, gate- keepers, pass gates, ushers, scouting and complimentary tickets.
12. Is responsible for such items as transportation, meals, ambulance service, physician's services, scores and times, public address system, pre-game and half-time activities.
13. Is responsible for maintenance of athletic facilities, which includes all maintenance orders.
14. Assists the Director of Athletics in the development of the athletic programs.
15. Abides by all district policies and state and federal laws.
16. Maintains confidentiality.
17. Performs other duties as assigned by Director of Athletics.

TERMS OF EMPLOYMENT:

Number of days and compensation based on Board approved salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated annually Director of Athletics.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.

Ability to lift up to 10 pounds frequently.

Ability to do outside duties in inclement weather.

Ability to walk or move long distances from location to location around the building multiple times each day.

Adopted: 04-01

Revised: 04-11-05

Revised: 12-08-08

Revised: 02-09-15