

Killeen Independent School District Job Description

Job Title: Assistant Director for Athletics
Reports To: Executive Director for Athletics
FLSA Status: Exempt

SUMMARY

Assists in all duties and responsibilities designated to the Executive Director for Athletics, with primary responsibility as the operations manager for all athletics supply and facility maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists in scheduling games and athletics contests; supervises the scheduling of all middle school athletics activities.

Acquires officials and temporary/supplemental workers, as needed.

Assists in the care, inventory, and purchase of athletics equipment.

Supervises the operation of the athletics supply warehouse.

Assists in organizing and monitoring the local coaches' clinics and staff development sessions.

Attends practice sessions, off season programs, and athletics contests to see that the desired objectives of these activities are being met.

Assists and advises the Executive Director for Athletics in informing coaches of the rules and regulations concerning the U.I.L., local athletics policies, gender equity, 504, American Disabilities Act, and other such regulatory organizations or statutes; advises the Director regarding changes in laws and rules.

Coordinates and maintains a video library to be used by middle school coaches as a source for staff development.

Assists the athletics office in securing and maintaining required reports.

Keeps an inventory of athletics awards.

Assists in budgeting, bidding, and distributing all athletics equipment.

Coordinates athletics contests held at Buckley Stadium, KSSC, the high school gyms, high school baseball fields, and high school tracks.

Serves on committees and attends meetings as directed by the Executive Director for Athletics.

Prepares and reviews reports as assigned by the Executive Director for Athletics.

Works closely with budget, purchasing and accounts payable departments to ensure effective business operations in the athletic department.

Supervises the maintenance of all athletic fields and facilities.

Performs other tasks as assigned.

SUPERVISORY RESPONSIBILITIES

Assumes all supervisory responsibilities in absence of Executive Director for Athletics. Assists in evaluations of all athletics department personnel.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree and experience in athletics supply and facility maintenance, preferred; and five years teaching and coaching experience, required.

CERTIFICATES, LICENSES, REGISTRATIONS

Teacher's Certificate required; Principal certificate, preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from vendors, principals, coaches, staff, students, parents, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds) and occasional heavy lifting (45 pounds and over). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, and extreme heat. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate/loud. Frequent district-wide travel to multiple campuses as assigned.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.