



Longview Independent School District

JOB DESCRIPTION **ASSISTANT DIRECTOR - ATHLETICS**

JOB TITLE:	Assistant Director - Athletics	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Athletics	TERMS:	226 Days
DEPARTMENT:	Athletic	PAY GRADE:	Administrative 6

PRIMARY PURPOSE:

Direct and manage assigned program areas of extracurricular and intramural athletics for the district; provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with all state, University Interscholastic League (UIL), and local requirements

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from an accredited college or university
Valid Texas teaching certificate

Special Knowledge/Skills:

- Knowledge of overall operations of an athletic program
- Knowledge of federal, state and UIL policies governing athletics
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to manage budget and personnel
- Strong communication, public relations, and interpersonal skills

Experience:

Five years successful school and coaching experience

MAJOR RESPONSIBILITIES AND DUTIES:

Program Planning

1. Direct and manage assigned areas of the district's athletic program
2. Maintain physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Program Planning (continued)

3. Maintain an active program that promotes good sportsmanship and student development including the time, resources, and materials to support accomplishment of department goals
4. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs

Athletic Events

5. Manage assigned athletic operations including overseeing ticket sales, monitoring game officials, and ensuring preparation of facilities
6. Attend district athletic contests
7. Prepare and recommend interscholastic game schedules for areas assigned
8. Arrange transportation, lodging, and meals for out-of-town athletic events
9. Monitor the process of cleaning, sanitizing, repairing and storing athletic equipment

Student Management

10. Implement district student management policies, communicate expected student behavior related to athletics and ensure enforcement of student discipline in accordance with Student Code of Conduct and student handbook
11. Establish and maintain open lines of communication on vital issues with parents, students, and teachers

Policy, Reports, and Law

12. Implement the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics
13. Compile, maintain, and file all reports, records, and other documents required



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Budget and Inventory

14. Develop and administer budget for areas assigned based on documented needs and ensure that operations are cost-effective and funds are managed wisely
15. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment

Personnel Management

16. Prepare, review, and revise job descriptions for assigned area
17. Select, train, supervise and evaluate athletic department personnel in assigned area and make recommendations relative to placement, assignment, retention, discipline, and dismissal

Community Relations

18. Demonstrate awareness of district and community needs, initiate activities to meet those needs and use appropriate and effective techniques to encourage community and parent involvement
19. Support athletic booster club activities

Other

20. Comply with district policies, as well as state and federal laws and regulations
21. Adhere to the district's safety policies and procedures
22. Maintain confidentiality in the conduct of district business
23. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
24. Demonstrate regular and prompt attendance
25. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of coaches and support staff

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; must be able to lift 25 to 50 lbs.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Feb., 2017