

Assistant Athletic Director

**Clarksville Montgomery County School System
Job Description**

Position Title: Assistant Athletic Director

Department: Supplement

Pay Level: I

Date: July, 2019

Reports to: Building Principal

Purpose of Position:

The purpose of this position is to assist the High School Athletic Director in the performance of all his/her duties as it relates to managing business concerning the athletic program after instructional day.

Essential Duties & Responsibilities

Preparation of playing area to include scoreboard, public address system, and any other timer's clock associated with that sport.

Support arrangement of security at athletic contests.

Give assistance in the accounting for tickets, to include training and supervising ticket-taking personnel, securing and accounting sales at gate or door and pre-game sales.

Assist coaches in preparation of the athletic budget.

Help arrange for officials for athletic contests, to include postponed games and matches.

Escort officials with security personnel to dressing area before and after games.

Act as host to visiting team; make sure dressing facilities are available and accessible; communicate with visiting team prior to contest to ascertain any particular needs involving their team, cheerleaders, band, etc.

Arrange for parking for visiting teams, officials, bands, and cheerleaders. Allow for a direct traffic route open at all times to the playing area.

Supervise upkeep of play and practice area through consistent checks to maintain safety and appearance of the areas.

Help in arranging game transportation for teams, cheerleaders, band and students.

Supervise proper filing of parents' permission forms, physical examinations records, other TSSAA player/parent forms; Acquaint coaches and athletes with requirement/need for insurance coverage; file paperwork for catastrophic claims.

Assist in preparation of filing TSSAA eligibility, schedules, and other reports required for the athletic program by state association and/or local school system.

Minimum Education and Experience Required to Perform Essential Position Function:

Must be a certified teacher, if active teacher must be assigned to the High School. Retired teacher/coach with flexible availability.

Knowledge of Job

Ability to communicate both orally and in written form to communities, supervisors and coworkers. Ability to use high-level interpersonal skills in order to maintain effective relationships. Must have athletic coaching experience at high school level (minimum). Must be knowledgeable of the rules and regulations set forth by TSSAA and the National Federation.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to meet the requirements of medium work. Must be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds. Essential physical requirements of the job include: climbing: ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion; balancing: maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium; stooping: bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles; kneeling: Bending legs at knee to come to a rest on knee or knees; crouching: Bending the body downward and forward by bending leg and spine; crawling: Moving about on hands and knees or hands and feet; reaching: Extending hand(s) and arm(s) in any direction; standing: Remaining upright on the feet, particularly for sustained periods of time; walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another; pushing: using upper extremities to press against something with steady force in order to thrust forward, downward or outward; pulling: using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion; lifting: raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles; fingering: picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling; grasping: applying pressure to an object with the fingers and palm; feeling: perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips; talking: expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly; hearing: perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral

communication, and making fine discriminations in sound; repetitive motions: making substantial movements (motions) of the wrists, hands, and/or fingers.

CONDITIONS THE WORKER WILL BE SUBJECT TO: The worker is subject to both inside and outside environmental conditions: Activities occur inside and outside. There is no effective protection from weather. The worker is subject to extreme heat: temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORMS/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination. Must have visual acuity to operate motor vehicles or heavy equipment.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under stress.

PHYSICAL COMMUNICATION: Requires the ability to talk and/ or hear: (talking- expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date