**Assistant Director of Athletic Operations and Support Services**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Executive Director of Athletics

**Dept/Campus:** Athletics**/**High School **Paygrade:** Pro-3

**Wage/Hour Status:** Exempt **Date Revised:** December 2014

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Assist the Executive Director of Athletics in the overall administration of the athletic program and operations at the campus level. Direct and manage assigned activities and services.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s degree from accredited university

**Special Knowledge/Skills:**

Understanding of athletic administrative operations

Strong organizational, communication and interpersonal skills

Calm and patient demeanor with students and others

**Experience:**

One to three years experience in an athletic program

**MAJOR RESPONSIBILITIES AND DUTIES:**

**Academics**

1. Implementing policies and procedures deemed necessary towards immediate success in the classroom
2. Maintaining an open line of communication for each faculty member on issues concerning student-athletes and Athletic Department policies
3. Conduct annual academic assessments w/ student-athlete to evaluate progress towards HS degree and NCAA eligibility requirements
4. Posting any pertinent information that relates to student-athletes in regard to 2 and/or 4 year universities
5. Facilitator of tutorial sessions after school in the Academic Center
6. Scheduling tutors as needed by students
7. Provide a report to the Executive Director of Athletic every 3 weeks regarding eligibility of all athletes

**Facilities**

1. Responsibility of scheduling the use of athletic facilities for TISD events as well as events requested from the community
2. Take all necessary precautions to protect student athletes, equipment, materials, and facilities
3. Maintaining a clean and safe environment in all athletic facilities for all members of TISD as well as the community
4. Manage Indoor Tennis Facility, including online registration system, memberships, and enforce rules and regulations.

**Rules Education**

1. Keep all athletic employees informed of and ensure compliance with all UIL rules
2. Responsible for making copies and posting educational materials that benefit student-athletes
3. Coordinate the distribution and monitoring of the proper completion of Institutional paperwork for the student-athletes.

**Personal Development**

1. Implement and coordinate an effective character education program at the discretion of the Executive Director of Athletics

**Monitor Camps and Clinics**

1. Prepare, organize and **c**onduct summer camps
2. Request, obtain, and monitor camp information of camp attendees, their ages, personal/contact information and the amount paid by each camper

**Databases**

1. Creating databases for any information that can be immediately retrieved as assigned by the Executive Director of Athletics

**Community Outreach Program**

1. Utilize the “role model” status of successful current HS student-athletes to influence the young kids in the school district
2. Plan, coordinate and organize any events/appearance by athletes at other TISD campuses as well as in the community

**Duties**

1. Supervise athletic activities, contests, and practice sessions
2. Coordinate and manage UIL Program.
3. Create and maintain all gaming schedules for all sports.
4. Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property in accordance with Student Code of Conduct and student handbook
5. Establish and maintain open communication with parents, students, principals, and teachers
6. Implement policies established by federal and state law, State Board of Education rules and local board policies.
7. Conduct conferences with parents, students, and teachers concerning school and student issues.

**SUPERVISORY RESPONSIBILITIES:**

Shares supervisory responsibility for support staff with the Executive Director of Athletics; supervise others when assigned by the Executive Director of Athletics.

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); ability to instruct and model desirable skills and attitudes; ability to remain productive and maintain control under stress; ability to supervise others in a non-coercive manner; maintain a clear focus on customer service

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also typically include considerable walking, standing, stooping, bending, and moderate lifting/transport of up to 50lbs. Normal office/classroom environment as well as inside and outside duties; frequent district wide and statewide travel; occasional prolonged and irregular hours.

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.

Employee Date

Supervisor Date