

Job Title:	Assistant Director Athletics	Wage/Hour Status:	Exempt
Reports to:	Director Athletics	Pay Grade:	106
Dept. /School:	Athletics	Date Revised:	November 4, 2024

Primary Purpose

Assist in directing and managing the overall program of extracurricular athletics for the district. Work to provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with state, University Interscholastic League (UIL), and local requirements.

Qualifications**Education/Certification**

Master's Degree
Valid Texas Teaching Certificate

Special Knowledge/Skills

- Knowledge of overall operations of athletic program
- Knowledge of state and UIL policies governing athletics
- Ability to interpret policy, procedures, and data
- Ability to manage budget, personnel, and coordinate district function
- Strong organizational, communication and interpersonal skills

Experience

Five (5) years experience teaching and coaching (Head Coach experience preferred).
Two (2) years' experience in a supervisory OR administrative position OR Two (2) years' experience in the administration of athletic sports OR Two (2) years of experience in the supervision/administration/promotion of co/extracurricular activities.

Major Responsibilities and Duties**Program Management**

1. Plan and assist coaches with programs for staff development through meetings and clinics.
2. Assist in informing and advising principals and coaches regarding league activities, rulings, interpretation, and district committee actions.
3. Schedule out-of-town trips and playoff negotiations.
4. Assist in maintaining records of the UIL district committee actions, rulings, and meetings.
5. Consult with coaches regarding game schedules and officials' assignments.
6. Compile, maintain, file, and present all reports, records, and other documents as required.
7. Review and revise athletic policies, bulletins, and athletic handbook.
8. Assure compliance with the rules and regulations of the athletic program as established by the Board of Trustees, Administration, and the UIL.
9. Attend coaches, athletic directors' meetings, conventions, and athletic events.
10. Supervise scheduling of games, travel, game arrangement, and the hiring and assignment of officials.
11. Supervise athletic and selected sports programs.
12. Observe and assist in evaluating programs, practices, and major sports classes.
13. Assist in recommending actions relating to employment, evaluation, and placement of coaches and assist in interviewing prospective coaches.
14. Perform other duties as assigned by supervisor.

Community Relations

15. Articulate the district's mission and goals in the area of athletics to community and solicit its support in realizing mission.
16. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
17. Use appropriate and effective techniques to encourage community and parent involvement.
18. Support athletic booster club activities.
19. Coordinate with news media and Communications on press releases.

Supervisory Responsibilities

Supervise and evaluate the performance of coaches and support staff.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent district and statewide travel; frequent prolonged and irregular hours; outdoor exposure to sun and heat.

Terms of Employment

226 days; salary to be established by Board of Trustees

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

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.