

Job Title: Assistant Director Athletics
Game Management/Budget

Wage/Hour Status: Exempt

Reports to: Director Athletics

Pay Grade: 106

Dept./School: Athletics

Date Revised: November 4, 2024

Primary Purpose

Provide opportunities for student athletes to participate in athletic events and ensure that programs are well organized, efficient, competitive, and fair. Enforce rules and maintain financial and physical elements of athletic programs.

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. Ensure athletics is supportive of the instructional goals and objectives of the district and the attainment of the campus performance objectives.
2. Assist and equip schools with the purchase of athletic equipment
3. Make travel arrangements (motel, food, transportation) for out-of-town athletic trips for selected sports.
4. Assist in the preparation of the football program.
5. Attend, supervise, and officiate athletic functions.
6. Plan and conduct meetings, clinics, and in-service to promote staff development.
7. Attend coaches' meetings, Athletic Director meetings, conventions, and athletic events.
8. Secure, assign, and supervise staff and security personnel for the stadiums and play-off sites.
9. Organize, administer, and supervise game management for athletic events.
10. Manage tickets for the district athletic events including security, inventory, ordering, color-coding, dispersal, collection, audit, and control.
11. Coordinate and supervise payroll for game management personnel.
12. Perform other assigned duties as may be assigned by Supervisor.
13. Schedule out of town trips and playoff negotiations.
14. Assist in maintaining records of the University Interscholastic League (UIL) district committee actions, rulings, and meetings.
15. Review and revise athletic policies, bulletins, and athletic handbook.
16. Supervise athletic and selected sports programs.
17. Assist in informing and advising principals and coaches regarding league activities, rulings, interpretations, and District committee actions.
18. Perform other duties as assigned by supervisor.

Budget and Inventory

- 19. Write cash receipts and deposit funds returned from athletic travel for all sports, reimbursed by schools for overspending their budgets and guarantees from other schools.
- 20. Assist in preparing the annual budget for the Athletic Department and the control of expenditure within the approved budget.
- 21. Inventory and check facilities and equipment.
- 22. Compile equipment budget requests, check for proper descriptions, sizes, manufacturers' specifications, legality of equipment, and prepare bids for all sports.
- 23. Examine bid returns and select items for purchase by quality, price, and specifications.
- 24. Prepare a distribution list for the athletic storeroom and supervise distribution of equipment.
- 25. Audit financial statement for all revenue producing sports and deposit checks in the bank.
- 26. Maintain running balance of the athletic budget accounts and bill schools for overages.

Community Relations

- 27. Articulate the district's mission and goals in the area of athletics to community and solicit its support in realizing mission.
- 28. Demonstrate awareness of district and community needs and initiates activities to meet those needs.
- 29. Use appropriate and effective techniques to encourage community and parent involvement

Supervisory Responsibilities

Supervise support staff and the coaches of selected sports

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Travel frequently between districts and throughout state
Able to withstand outdoor exposure to sun and heat. May encounter occasional prolonged and irregular hours.

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: _____

126041 Assistant Director Athletics
Game Management/Budget

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.