

LOCAL SCHOOLS JOB DESCRIPTION

Position: Assistant Principal / Athletic Director

Reports to: Building Principal

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Assist the principal in the overall administration of the school; take charge of the school in the absence of the building principal; direct and supervise the athletic program for grades nine through twelve and enforce the implementation of the provisions as outlined in the Athletic Handbook.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Follow the established and approved policies and guidelines of the Board of Education
- Assist the building principal in the general administration of the school
- Administer the school in the absence of the principal
- Monitor and enforce rules concerning attendance
- Assist in the improvement and/or adjustment of the school program
- Assist in the evaluation of school staff
- Assist in the preparation and supervision of fire and tornado drills, and other emergency preparedness programs
- Attend, as required, special events, functions, and athletic events of the school
- Arrange conferences with parents, teachers and students regarding grades/disciplinary procedures
- Maintain a positive and effective rapport with staff, students, parents and community members
- Submit all reports and lists, as required, at the appropriate time
- Maintain a high standard for student conduct and control in accordance with the due process rights of students
- Assist with coordinating the development of the master teaching schedule
- Provide general supervision to students
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student files, student IEP's, medical records, personnel files, documentation for legal proceedings
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend staff, administrative and league meetings and in-services as required
- Coordinate all interscholastic athletics in grades 9-12
- Schedule all sporting events
- Responsible for contracting with all sporting officials
- Notify coaches of ineligible students
- Responsible for all general admission ticket sales
- Maintain current inventories of all equipment and supplies on hand
- Ensure all coaches receive an athletic handbook prior to each sport's season
- Observe and supervise head coaches engaged in an athletic activity during the season
- Arrange for timers, scorekeepers, ticket personnel, and other personnel involved in the total operation of all athletic events
- Ensure all spectator facilities are ready for all contests
- Ensure all student athletes receive physical examinations prior to the beginning of their respective athletic season
- Issue purchase orders on approved purchase requisitions
- Maintain a record file of all award winners, including athletic scholarships
- Organize and supervise awards' night
- Devise, implement and engage in athletic program fund-raising activities
- Implement and enforce student athletic program rules, regulations and policies – including Random Drug Testing
- Prepare written reports as required
- Coordinate, administer and maintain file of game contracts with coaches
- Procure concession services and schedule use of gymnasium and other outside athletic facilities for games
- Coordinate and ensure photographic coverage of athletic events and distribute passes for authorized individuals
- Coordinate activities in conjunction with the athletic boosters
- ~~Ensure all student athletes turn in pay to participate fees prior to the first competition / event~~
- Evaluate coaches and all athletic program personnel
- Coordinate transportation for all athletic events

Other Duties and Responsibilities:

- Respond to routine questions and requests in a timely, appropriate manner
- Serve as a role model for students
- Establish and maintain cooperative professional relationships
- Perform other duties as assigned by the Building Principal, Superintendent or their designee

Qualifications:

- Master's degree or equivalent
- Appropriate State of Ohio administrator's certification/license
- Ohio Pupil Activity Permit
- NHFS Fundamentals of Coaching Certification
- Coaching experience preferred
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills and an ability to resolve problems in an efficient and effective manner
- Organizational and problem solving skills
- Knowledge of Ohio school law
- Knowledge of athletics
- Knowledge of the following: Maintenance of facilities, outdoor fields and necessary construction projects

Equipment Operated:

- Various office machines
- Two-way radio
- Proper use of bleachers, scoreboards, field lights, backboards and other athletic equipment
- Train appropriate individuals in the proper use of athletic equipment

Additional Working Conditions:

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: January 2013