

Job Description

Position:	Assistant Athletic Director (K-12 Athletics)	Primary Reporting Relationship:	Athletic Director
Classification:	Exempt	Secondary Reporting Relationships:	Head of School
Ministry Areas:	Bay Area Christian School		
Interfaces:	Students, parents, administrators, staff, other stakeholders as appropriate		

Mission: Providing quality Christian education impacting lives for now and eternity.

Job Purpose: The Assistant Athletic Director shall have responsibility for assisting the Athletic Director in the overall management of the BACS Athletic Program.

Employee Profile:

- Acceptance of and agreement with the Bay Area Church statement of faith and standard of conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily
- Membership at Bay Area Church

Major Responsibilities:

- Assists the Athletic Director in supervising the High School and Junior High athletic programs in coordination with the Head of School (HoS) and others, including recommending policies and procedures relating to the athletic handbook
- Assists the Athletic Director in the maintaining athletic expenditures within the approved budget
- Assists the Athletic Director with the development of the athletic schedules and officials for all contests
- Coordinator of transportation for all athletic contests
- Assists the Athletic Director in the supervision of the athletic coaches
- Assists the Athletic Director in the supervision of all contests
- Represents BACS, as needed, at conference, district and state meetings
- Assists the Athletic Director with maintaining of the athletic fields and facilities
- Meets weekly with the Athletic Team and Athletic Director individually
- Assists the Athletic Director with maintaining TAPPS eligibility and roster management
- Assists the Athletic Director with Bronco Backer events, such as the fall and spring sports banquets and golf tournament
- Responsible to carry out all other duties assigned by the Athletic Director and/or a District Administrator

Qualifications:

- Master's degree, preferably in sports management or education
- Minimum of three years' experience coaching and teaching in a relative setting
- Will have a CDL within six (6) months of hire date

Skills and Abilities:

- Knowledge of athletics, athletic programs, and physical fitness
- Knowledge of applicable federal and state laws and regulations regarding school district athletic programs, safety and health, and other areas under responsibility
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint)

- Ability to evaluate, develop and implement athletic programs, activities and events, and make effective recommendations related to those areas
- Effective verbal and written communication skills
- Ability to organize multiple tasks and conflicting time constraints
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work
- Able to forecast and maintain budgetary projections; wisely uses and approves expenditures

Physical Requirements:

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. While performing the duties of this job, the employee is regularly required to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull lift, finger objects, grasp objects, feel objects, have repetitive motion of the hands, fingers, and/or fingers, and have the ability to talk and hear. This position requires medium work, which includes exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly. This position requires the employee to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures. This position requires the employee to both be subject to both outside and inside environmental conditions, as well as being subject to noise, vibration, hazards and atmospheric conditions.

I have received, reviewed and fully understand the job description for the **Assistant Athletic Director** position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Name _____ Date _____

Employee Signature _____