



**Job Title:** Assistant Athletic Director    **Wage/Hour Status:** Exempt

**Reports To:** Athletic Director for MISD    **Pay Grade:**

**Dept. /School:** Athletics    **Date Revised:** 1/25/2012

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**Primary Purpose:**

To actively work with the Athletic Director in the organization, administration, and evaluation of a sound and comprehensive district wide program for student/athletes in grades 7-12.

**Qualifications:**

**Education/Certification:**

Valid Texas teaching certificate  
Master's degree from accredited college or university, preferred

**Special Knowledge/Skills:**

Knowledge of state and UIL policies governing athletics  
Ability to interpret policy, procedures, and data  
Ability to manage personnel in all programs  
Knowledge of overall operations of an athletic program  
Strong communication, public relations, and interpersonal skills

**Experience:**

Three years as Assistant AD  
4-A/5-A Campus Coordinator, preferred  
Five years of successful teaching and coaching experience

**Major Responsibilities and Duties:**

**Instructional Management:**

1. Work with all coaches in developing, maintaining, and revising the athletic program as necessary.
2. Cooperate with high school and middle school programs in scheduling of athletic activities.
3. Use research and studies to improve teaching/coaching.
4. Assist AD to plan the necessary time, resources, staffing, and materials to ensure athletics is a meaningful and enjoyable part of the overall education of the student/athletes.
5. Assist AD in supervising and evaluating athletic progress and staffing at the middle school and high school programs.

**Department/Organizational Climate:**

6. Communicate and demonstrates high expectations of coaching staff.
7. Demonstrate success in anticipating, managing, and resolving conflict, in all programs.

8. Demonstrate openness towards staff in receiving suggestions for improving coaching effectiveness.

**Department/Organizational Improvement:**

9. Assist AD in designing feasible projects for implementing innovations designed to improve and enhance athletic program effectiveness.
10. Assist AD to ensure athletic staff is assigned properly.
11. Assist AD in the evaluation of coach's job performance in programs grades 7-12.
12. Assist AD in review of evaluations to modify and establish goals for athletic programs.

**Personnel Management:**

13. Define expectations for staff performance.
14. Make sound recommendations relative to personnel placement, retention, and dismissal for athletic employees.
15. Assist AD with recruiting, training, and supervision of all athletic personnel.
16. Assist AD with transportation department to ensure coaches' eligibility and availability for bus driving.

**Administration and Fiscal/Facilities Management:**

17. Assist Athletic Director in the management of athletic facilities and fields and coordinate timely maintenance and repairs with maintenance department.
18. Assist AD in funds management and budget recommendations.
19. Assists in transportation.
20. Assist AD with Mansfield Youth Programs rental of facilities.
21. Assist AD with official's chapters and assigning of officials with M.I.S.D.
22. Perform other duties as assigned by Athletic Director.

**Professional Growth and Development:**

23. Use information in professional development programs for self-improvement.
24. Remain current in field by reading current literature, attending professional meetings and conferences, and discussing developments and problems of mutual interest with others in the field.

**School/Communication Relations:**

25. Communicate effectively with parents, students, staff, and the media concerning all aspects of the athletic program.
26. Articulate the district's mission and goals in the area of athletics to community and solicit support in realizing that mission.
27. Work with sports booster clubs to promote M.I.S.D.'s programs.
28. Use appropriate techniques to encourage community and parent involvement.

**Supervisory Responsibilities:**

Assist the AD with supervision and evaluating the performance of coaches and programs grades 7-12.

**Working Conditions:**

**Mental Demands:**

Maintain emotional control under stress. Make effective decisions based on what is best for the student/athlete.

**Physical Demands/Environmental Factors:**

Frequent district wide travel. Prolonged and irregular hours.

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