

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Assistant Athletic Director

Supervisor: Building Administrator
District Athletic Director

FLSA Status: Non-Exempt **Employee Group:** Differential

Qualifications:

1. Staff member currently employed in the district
2. Previous coaching or administrative experience preferred

Terms of Employment:

- Year to Year Contract
- Differential

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Direct supervision at athletic contests, including night and weekend supervision. Assist administrator in charge when required.
2. Game management protocols which will include but are not limited to; hosting officials, crowd control, addressing the needs of the visiting school, visiting school information and hospitality.
3. Assist in leading the development and implementation of a comprehensive interscholastic athletic program.
4. Enforce rules and regulations governing conduct at athletic activities.
5. Promote good sportsmanship.
6. Address the needs of game management personnel.
7. Assist in the hiring process for assistant and head coaching staff.
8. Website and sports information management.
9. Assist in scheduling of athletic facilities.
10. Keep current with best practices as they relate to the job assignment.
11. Perform such other related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
12. Represent the Harlem School District at all home and away contests, where possible, and represent the school at conference and state meetings.

The Mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.