

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Assistant Athletic Director High School

REPORTS TO: Athletic Director

JOB SUMMARY: Assists in the planning, organization, and directing of the interscholastic athletic programs at the school district.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assists the athletic director in providing the leadership necessary to carry out the mission statement of the BASD.
2. Performs duties according to the provisions of the P.I.A.A. Constitution.
3. Requisitions, inventories and disperses all tickets for athletic events, and arranges for the selling and distribution of season, student, adult and general admission tickets.
4. Ensures all schedules are printed and properly distributed.
5. Recruits personnel to work athletic contests.
6. Selects, hires, pays and notifies all game workers and police and informs them of their duties.
7. Develops and implements sufficient procedures to ensure that all cash receipts and disbursements are properly handled.
8. Assists the Athletic Director with the athletic program and assumes the athletic director's role and responsibilities in his/her absence.
9. Performs other duties as assigned by the Athletic Director.

QUALIFICATIONS: Three (3) years experience in athletic operations, preferable in public education, is necessary. Coaching experience is necessary. Bachelor's degree necessary. Proper Pennsylvania teaching certification necessary. Knowledge of sports philosophy, sport psychology, physiology, sports management, and school law is necessary.

REQUIREMENTS: Medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist; to use fingers to pick, feel and grasp objects; some stooping, bending, kneeling, and twisting of the body; ability to lift and/or carry supplies and/or papers weighing no more than 10 lbs; and ability to mostly sit with some walking and standing or moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office and athletic facilities environment. Subject to inside and outside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Ability to make judgments and work under high level of stress.

COGNITIVE ABILITY: Ability to communicate effectively. Ability to organize tasks .Ability to handle multiple tasks within close time proximity. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills. Must possess supervisory skills. (Approximate employees - 19 directly/30 indirectly). Must possess computer skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss agreement; 12 month classification. Cabinet Code – D.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation of support personnel.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

