



JOB TITLE	DEPARTMENT	REPORTS TO
Assistant Athletic Director	School Based	Principal/Designee

Position No: N/A	Length of Work Year: 10 Months
Salary Schedule: Supplement Schedule	Date Approved: 8/25/09
FSLA: Exempt	Date Revised:

JOB GOAL
To assist the Athletic Director at the home school of the County Athletic Director.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree or higher.
2. Valid coaching or teaching certificate.
3. Experience as a coach at the high school level preferred.
4. Current CPR/First Aid/AED Certification.
5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. Assists the athletic director in carrying out policies and procedures for the school athletic department and the FHSAA.
2. Serve as athletic director for the school as needed when the County Athletic Director is unavailable due to job responsibilities.
3. Become familiar with legal responsibilities and take precautions against any negligence.
4. Serve as a game administrator at home events as needed.
5. Attend in-service provided by the school district.
6. Attend athletic director meetings as requested.
7. All other duties assigned by the athletic director.

PHYSICAL DEMAND CLASS:

Medium Heavy (MH) - Frequent lifting and carrying of objects weighing 35 pounds or less. Infrequent lifting and carrying of objects weighing 35-70 pounds. Continuous walking and/or standing is required to carry out duties. Infrequent walking at fast pace and/or running may be required.

Heavy (H) - Frequent lifting and carrying of objects weighing 25-50 pounds. Infrequent lifting and carrying of objects weighing 51-100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required.