



NEW: 08/28/2019  
 Submitted: 08/27/2019

JOB TITLE:	ATHLETIC DIRECTOR ASSISTANT HIGH SCHOOL /GAME MANAGER
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	COACHING SEASON
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3126
BARGAINING UNIT:	CERA

**SCOPE OF RESPONSIBILITIES**

Serves as assistant to the athletic director.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Promotes all sports in the school and community
- Assists in supervision of the athletic program
- Manages game events including ticketing
- Responsible for model procurement
- Teaches good sportsmanship and Character First
- Ensures that all students meet all academic eligibility requirements and sports safety requirements including sports physicals, parent/guardian consent, and student accident insurance coverage and limits
- Keeps informed of all rules and regulations established for high school participation by the KHSAA and JCPS
- Completes all coach requirements regarding sports safety including CPR and AED certification and the KHSAA Sports Safety Course as well as all NFHS course as required by level of education in a timely manner
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs all other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work is repetitive. The work, at times, requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push and pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

**MINIMUM QUALIFICATIONS**

- Minimum of 64 (sixty-four) semester hours of credit from an accredited college or university or training as required and approved by the KHSAA
- NFHS Fundamentals of Coaching
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Kentucky Teacher Certification
- Experience in a diverse workplace