

Job Description
La Porte Community School Corporation

JOB TITLE: High School Assistant Athletic Director

SUMMARY: Assists in the planning, administering and directing of athletic activities at private or public facilities or schools by performing the following duties.

QUALIFICATIONS: Bachelor's degree; valid Indiana teaching certificate; previous secondary coaching experience. Preferred: technology experience with data bases and spreadsheets.

IMMEDIATE SUPERVISOR: High School Athletic Director

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Responsible for the scheduling of all Athletic Department Transportation and notification to the Transportation Department and Coaches as to departure time.
2. Responsible for the scheduling of athletic facilities to be used by, but not limited to, the following: athletic teams, speech and debate, academic competitions, music / color guard, intramurals and academic purposes such as ISTEP.
3. Responsible for providing all necessary individuals, including the custodial staff, a copy of the facility schedule so as to minimize the conflict between groups competing or practicing concurrently.
4. Act as an official representative of the school at athletic contests or other such meetings that require school representation.
5. Assume the authority of the athletic department in the absence of the Athletic Director.
6. Help interpret the athletic department philosophy and program to the community and assist the Athletic Director in public relations.
7. Interpret and enforce the IUSAA By-Laws, Duneland Conference Rules and the La Porte High School Athletic Code of Conduct.
8. Work closely with the other schools in the Duneland Athletic Conference to coordinate activities and, if necessary, serve as chairperson of a DAC sport.
9. Serve as a member of the Athletic Council when necessary.
10. Work with the Athletic Director in hosting tournaments, invitationals and IHSAA sponsored events at La Porte High School.
11. Work closely with the coaching staff, including the cheerleading and pom coaches, as liaison with the Athletic Director.
12. Be a member of the Indiana Interscholastic Athletic Administrators Association.
13. Assist the Athletic Director in contest set-up, preparation and supervision.
14. Assist with the athletic department awards programs.
15. Responsible for the hiring and contracting of officials for assigned sports.
16. Perform all other duties as assigned by the athletic director.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedural manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of athletes, school officials, parents, and the press.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Braille writer, pen, pencil, pointer, slate, stylus, projector, public-address system tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps publications, reference books, textbooks, computers.

TERMS OF EMPLOYMENT: Two hundred, twenty-day calendar; salary and benefits to be determined by the board of school trustees.