

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Assistant Athletic Director

**Wage/Hour Status:** Exempt

**Reports to:** Athletic Director  
(Days)

**Admin/Prof Pay Grade:** 105 (217)

**Dept./School:** Athletics

**Date Revised:** 08/25/2021

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**Primary Purpose:**

Assist the Athletic Director and help manage the overall program of extracurricular and intramural athletics for the district. Work to provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with all state, University Interscholastic League (UIL), and local requirements.

**Qualifications:**

**Education/Certification:**

Bachelor's degree from an accredited college or university  
Valid Texas teaching certificate

**Special Knowledge/Skills:**

Strong leadership, organization, planning, and managerial skills  
Ability to interact effectively with administrators, teachers, students, parents, and community  
Ability to effectively communicate athletic program goals to all stakeholders, orally and in writing  
Knowledge of state and UIL policies governing Athletics  
Knowledge of overall operations of an athletic program  
Ability to coordinate all athletic programs, facilities, and equipment  
Bilingual, preferred

**Experience:**

Minimum of 5 years teaching and coaching at the high school level  
Experience in one of the following areas: Head Coach or Coordinator

**Major Responsibilities and Duties:**

**Program Planning**

1. Direct and manage district's athletic program and facilities.
  - a. Supervise all athletic facilities
  - b. Work directly with maintenance department on up-keep and repairs
2. Establish physical and academic eligibility requirements for participation in each sport and verify each athlete's eligibility.
  - a. UIL forms for each sport

- b. PAPP's
  - c. Send forms to District Chairman as needed
  - d. Help monitor athlete grades
  - e. Keep administration informed on ineligible athletes
3. Maintain an active program that promotes good sportsmanship and student development.

**Athletic Events:**

4. Prepare and approve all interscholastic game schedules.
  - a. Help head coaches when needed, high school and middle school
  - b. Make sure the administrators, faculty, and central office have copies of all schedules
  - c. Make sure everyone gets any schedule change that may occur during the season or year
5. Arrange transportation, lodging, and meals for out-of-town athletic events.
  - a. Take care of transportation for all athletic events, through respective Head Coaches
  - b. Make sure the Head Coach of the various sports communicate with parents on all out-of-town trips
6. Manage district athletic operations by directing ticket sales, employing game officials, and ensuring preparations of facilities.
7. Coordinate the use of all athletic facilities.
8. Plan, organize, and supervise all athletic award programs.
9. Supervise all home athletic events, make sure we have designated administrators when needed.
10. Prepare contracts for playoff games we host or participate in for all sports.

**Student Management:**

11. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.
12. Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students, and teachers.

**Policy, Reports, and Laws**

13. Implement the policies established by UIL rules and local board policy in athletics.
  - a. Keep coaches informed on any UIL changes that affect their program
  - b. Attend all District Meetings, when possible, keep the Athletic Director and Coaches informed on any policy changes that affect athletics
14. Follow district safety protocols and emergency procedures.

**Inventory**

15. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.

**Community Relations**

16. Support Athletic booster club.
17. Maintain professional relationships with media sources for the purpose of providing information.
18. Encourage community and parent involvement.

**Supervisory Responsibilities**

19. Supervise and evaluate the performance of coaches and support staff.

**Other**

20. Has regular in person attendance and complies with notification procedures for absences.
21. Follow district safety protocols and emergency procedures.
22. Perform Other duties as assigned.

**Working Conditions**

Maintain emotional control under stress. Frequent district and statewide travel: occasional prolonged and irregular hours. Weekend Meetings. Organize multiple tasks and conflicting time constraints.  
Stadium Concession

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.