

JOB TITLE: ASSISTANT DISTRICT DIRECTOR OF ATHLETICS & ACTIVITIES

REPORTS TO: DIRECTOR OF ATHLETICS

SALARY SCHEDULE: CERTIFIED SALARY SCHEDULE, BASED ON RANK AND EXPERIENCE

CLASS CODE 5115 - STIPEND BASED

Scope of Responsibilities

Assist the Director of Athletics in providing leadership to and general oversight of the district's activities/athletics programs. Assist in the supervision of personnel involved in the development and implementation of district wide activity/athletic programs; monitors rules and regulations of the Kentucky High School Athletic Association and the Frankfort Board of Education; develops and recommends district policy changes to maintain an effective activity/athletic program.

Performance Responsibilities

1. Assist the Director of Athletics in the design and implement of activities and athletics events in a fair and equitable manner throughout the school district.
2. Assist the Director of Athletics in working cooperatively with the Kentucky High School Athletic Association and serve as a liaison between member schools and KHSAA.
3. Assist in the enforcement of all activities and athletic policies, regulations and rules.
4. Assist in the Investigate all allegations of infractions and make recommendations for appropriate remedies or corrective action.
5. Assist in the reviewing the management of local school athletic/activity funds, determine compliance with policies, and implement a plan to fund district wide activities not covered by the operation budget that pertains to this office.
6. Work cooperatively with identified community agencies, structures, athletic leagues and organizations to ensure an open dialogue with the school district.
7. Provide leadership, assist in the supervision and evaluate assigned staff.
8. Perform all other duties assigned by the Director of Athletics.

Minimum Qualifications

1. Bachelor's degree with Kentucky certification
2. Experience in the areas of activities, intramural, human relations and athletics
3. Successful supervisory experience in student activities
4. Demonstrated ability to work with Principals, athletic directors, game officials, and community organizations.
5. Ability to assist in the management of program activities as an integral part of the total educational program of the district.

Physical Demands

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine

manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.