

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Assistant Director of Athletics

Job Description

June 2016

Reports to: Director of Athletics

Term: 202 days

Status: Exempt

Primary Purpose:

Assist the Athletic Director in the day-to-day operations of the Athletic Department.

Qualifications:

Education/Certification:

Bachelor's degree in related field

Special Knowledge/Skills:

Extensive knowledge of U.I.L. rules and regulations

Effective communication and interpersonal skills

Ability to use personal computer and software to develop spreadsheets and databases

Experience:

Two years coaching, preferably in an educational setting.

Major Responsibilities and Duties:

U.I.L. District Responsibilities

1. Keep up-to-date on District and U.I.L. policies and interpretations concerning athletics.
2. Attend District and regional meetings.
3. Assist in keeping District handbook and athletic policies updated.
4. Memo coaches of District rule changes and any other pertinent information from District schedules as directed in District/regional meetings.

Athletic Transfer Procedures

1. Conduct interviews with student and parent(s) of any transfer student wishing to participate in TCISD sports.

“Job Openings” are posted at www.tcisd.org .

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2. Liaison between Registrar and Athletic Department.
3. Obtain final athletic participation approval from principal and Athletic Director before allowing transfer student to participate in athletics. (Student Transfer List)

Recruiting Coordinator

1. Keep updated on NCAA recruiting rules and standards.
2. Conduct yearly recruiting meeting for parents.
3. Coordinate SAT and ACT registration for athletes in meeting NCAA recruiting standards.
4. Keep unofficial copy of transcripts on hand for college use.
5. Prepare recruiting list for prospective athletes and mail to colleges in April and November.
6. Meet with college recruiters and keep them informed of prospective athletes and their academic situations.
7. Make recruiting videos and coordinate video trades with universities.

Sports Information

1. Coordinate press information for high school football and play-off information for all sports teams at TCISD.
2. Keep school records updated for athletics.
3. Prepare information sheets for newspapers and magazines at TCISD.
4. Keep phone records for planning playoffs. Help in coordination of planning playoff games and trips (site, time, tickets, officials, meals, itinerary, etc.)
5. Provide cheerleading sponsor with information for varsity football program.
6. Maintain updated football officials information and assist in their selection for games.
7. Keep abreast of TCISD school calendar.
8. Issue all sports brochures.

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9. Check inventory lists of all sports.

Football Program Assistant

1. Football scouting assignments – prepare and assign scouting teams for varsity football opponents.
2. Assist in planning and running of varsity football games in Stingree Stadium (pre-game at home) and travel details on the road.

Athletic Facilities

1. Schedule and coordinate use of all athletic-related facilities and operations for both school and non-school activities. Non-school activities begin with the High School Principal's secretary.
2. Manage all Athletic Department keys. Prepare and maintain key number log and location list.

Work Orders

1. Manage all Athletic Department work orders.

Transportation

1. Handle transportation requests and problems that may arise.

Post-Season Sport Review

1. Compile a post-season sport review from each head coach at the conclusion of each season.

Miscellaneous

1. Assistant Safety Officer – attend safety meetings when Safety Officer cannot.
2. Help in supervision of athletic events/U.I.L. rules.
3. Keep abreast of and help establish/update TCISD athletic policies.
4. Attend 7:00 a.m. Athletic Department administrative meetings.

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5. Other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, calculator, copier, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____