



# The School District of Lee County

## Job Description

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**JOB TITLE:** Assistant Athletic/Activities Director (High School)

<b>FLSA STATUS:</b>	Exempt	<b>PAY GRADE:</b>	Supplemental
<b>SALARY SCHEDULE:</b>	Instructional	<b>JOB CODE:</b>	Supplemental
<b>BARGAINING UNIT:</b>	TALC	<b>DAYS PER YEAR:</b>	Supplemental
<b>WORKER'S COMP CATEGORY:</b>	8868 - School Professionals		

**MAJOR FUNCTION:**

Assist in establishing and monitoring an Athletic/Activities program in the school.

**MINIMUM QUALIFICATIONS:**

- Valid Florida teaching certificate or valid Florida Department of Education athletic coaching certificate.
- Valid Adult and Child First Aid/CPR/AED certificate issued by the American Heart Association or American Red Cross.
- Current employee of the School District of Lee County.
- Must be mobile to supervise athletic fields, tracks, gymnasiums, etc.

**Such alternatives to the above qualifications as the Board may find acceptable.**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

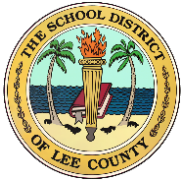
- Knowledge of and experience with teaching, coaching, and athletic management.
- Communication, verbal, written, telephone, interpersonal, computer, and office management skills.
- Ability to administer First Aid/CPR/AED as needed for illness, injury, or life-threatening emergencies per certification training guidelines.

**REPORTS TO:**

Designated Supervisor or Designated Administrator

**ESSENTIAL JOB FUNCTIONS:**

- Assist in establishing and monitoring eligibility procedures for athletic and activity participants, to include FHSAA eligibility, physicals, insurance forms or insurance waiver, parent consent, and student grade reports.
- Assist with arrangements for physicals and recruiting a team doctor and athletic trainers.
- Assist in establishing procedures for scheduling athletic/activity contests and events, including completing contracts, publishing schedules, and scheduling and requesting team transportation.
- Assist with game management and arrangements for assigned home contests such as field preparation; securing officials, down marker crews, ticket takers and sellers, scoreboard operators, announcers, ambulance service, and local police assistance; arrangements for visiting teams; and supervising the activity (crowd control).



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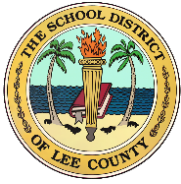
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- Assist with the financial affairs of the Athletic/Activity program, which include procedures for athletic budgeting, equipment purchases, ticket sales, maintenance and security of facilities and equipment, and fund raisers.
- Work with the bookkeeper and follow established internal account procedures in collecting money and purchasing.
- Abide by and enforce School Board and FHSAA policies on tobacco, alcohol, and drugs.
- Stress good sportsmanship, leadership, respect for school, respect for teachers and adults, fair play, and academic success.
- Report in writing all violations/removals (player/coach) to the Principal within one working day following the offense.
- Assist in organizing a coaching staff and identifying coaching responsibilities and expectations.
- Assist in providing each coach and lay coach with appropriate information concerning FHSAA rules, certification procedures, coaching and rules clinics, and District/regional meetings, and report the results to the Principal in writing.
- Assist in establishing written guidelines for Athletic/Activity awards, publishing the guidelines, arranging for their presentation, and organizing and supervising awards banquets and pep rallies.
- Assist in coordinating all Athletic/Activities programs with booster clubs and other organizations, which include financial agreements, concessions, programs, and parking. Attend all such meetings and report in writing to the Principal dates, projects, and concerns and receive permission from the Principal prior to implementation of any project.
- Check out, collect, and maintain an athletic inventory of uniforms and equipment.
- Recondition all athletic equipment that is questionable (helmets, shoulder pads, etc.) each year to meet state and national safety codes. Check other athletic equipment and facilities in order to provide maximum safety to participants, coaches, and spectators.
- Schedule and attend coach's meetings as assigned.
- Promote cooperation between and in all sports.
- Adhere to District policies and procedures.
- Administer First Aid/CPR/AED as needed for illness, injury, or life-threatening emergencies per certification training guidelines.

### **OTHER JOB FUNCTIONS:**

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.



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- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

**EXERTION TYPE:**

- Medium work. Position requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**OTHER PHYSICAL REQUIREMENTS:**

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> <b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	80%
<input checked="" type="checkbox"/> <b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	20%
<input checked="" type="checkbox"/> <b>Crawling</b>	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> <b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	20%
<input checked="" type="checkbox"/> <b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	20%
<input checked="" type="checkbox"/> <b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	20%
<input checked="" type="checkbox"/> <b>Grasping</b>	Applying pressure to an object with the fingers and palm.	20%
<input checked="" type="checkbox"/> <b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> <b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	20%
<input checked="" type="checkbox"/> <b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it	40%



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	occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	
<input checked="" type="checkbox"/> <b>Pulling</b>	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	40%
<input checked="" type="checkbox"/> <b>Pushing</b>	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	40%
<input checked="" type="checkbox"/> <b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	40%
<input checked="" type="checkbox"/> <b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	60%
<input checked="" type="checkbox"/> <b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> <b>Sitting</b>	Particularly for sustained periods of time.	40%
<input checked="" type="checkbox"/> <b>Standing</b>	Particularly for sustained periods of time.	40%
<input checked="" type="checkbox"/> <b>Stooping</b>	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	30%
<input checked="" type="checkbox"/> <b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<input checked="" type="checkbox"/> <b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	40%

**TERMS OF EMPLOYMENT:**

Work year and salary as established by the Board and the TALC bargaining unit through the collective bargaining process.

**JDE NUMBER:** S-35.75

**BOARD ADOPTION:** 3-10-20

**REVISIONS:** 7-28-20, 1-26-21, 7-26-22

**REVIEWED:** COMPENSATION & LABOR RELATIONS WILL COMPLETE

**Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.**