



**ASSISTANT ATHLETIC DIRECTOR
CHARTER HIGH SCHOOL**

Under direction of the Athletic Director, the incumbent is responsible for the essential functions listed below; work is reviewed through conferences and written reports for results obtained and adherence to established policies and procedures.

1. Supervise all home interscholastic athletic events
2. Coordinate the preparation of facilities and playing fields for all home interscholastic athletic events
3. Acquire and arrange payment for officials, police, and fire rescue for athletic contests as needed
4. Arrange all details of visiting teams' needs, services, and field assistance as appropriate
5. Arrange transportation for athletic contest participants
6. Administer and schedule the use of playing fields and facilities
7. Coordinate the maintenance for facilities and fields
8. Organize and schedule all interscholastic athletic events
9. Issue and obtain athletic contracts with other schools for sporting events as needed

NOTE:

The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.