



AIMS K-12 College Prep Charter District

Title: Assistant Athletic Director

Category: Classified

Work Year: School Year

Employment Type: Part Time

Stipend: \$6,000

Supervisor: Athletic Director

JOB GOALS: The Assistant Athletic Director at AIMS K-12 College Prep supports the overall management and operation of the athletic department, assisting the Athletic Director in various duties including but not limited to administrative and organizational tasks.

REPRESENTATIVE DUTIES: The role of Assistant Athletic Director is essential in ensuring the smooth operation of the AIMS K-12 College Prep athletic department, supporting the Athletic Director in various administrative and organizational tasks. The Assistant Athletic Director is a crucial administrative position within the AIMS K-12 athletic program. They support the overall management and operation of the athletic department, assisting the Athletic Director in various tasks.

ESSENTIAL JOB DUTIES:

- Assist the Athletic Director in planning, organizing, and implementing athletic programs and events.
- Collaborate on budget management, fundraising, and financial planning for the department.
- Maintain communication with the Head Coach.
- Ensure that the athletic department operates in compliance with relevant rules and regulations, including those from governing bodies.
- Maintain accurate records of student-athlete eligibility and required documentation.
- Help plan, schedule, and oversee athletic events, including games, tournaments, and competitions.
- Coordinate logistics, such as facility scheduling.
- Oversee the maintenance and scheduling of athletic facilities, ensuring they meet safety and operational standards.
- Assist in monitoring and supporting the academic progress and well-being of student-athletes.
- Promote a positive and inclusive team culture, emphasizing sportsmanship and character development.
- Contribute to the marketing and promotion of athletic programs to increase visibility and fan engagement.
- Collaborate on advertising, social media, and public relations efforts.
- Assist in fundraising efforts, including donor relations, sponsorships, and grant applications.
- Contribute to the development of long-term fundraising strategies.

- Supervise and provide support to coaching and support staff, as delegated by the Athletic Director.
- Participate in hiring, training, and evaluations.

QUALIFICATIONS:

- Minimum 1-2 years of relevant professional work experience preferred
- Athletic Coaching experience preferred
- Events management experience a plus
- Experience managing, training, and leading groups of students
- Experience with managing contracts with outside vendors/partners
- California Drivers License
- Experience in working with K-12 students
- Fingerprinting and TB requirements

Certification Requirements:

- NFHS Certification (First Aid, Health and Safety Fundamentals of Coaching, Concussion, Heat Stroke, COVID-19 Safety)
- CPR/First Aid Certification

KNOWLEDGE AND ABILITIES:

- Highly effective and professional communication skills with staff, students, and families
- Ability to meet the driving and transportation requirements.
- Ability to adapt and align on school-related initiatives
- Ability to meet deadlines on a tight schedule
- Highly organized, goal-oriented, and focused on outcomes
- Ability to communicate with and build relationships with students and their families in the culturally and linguistically diverse AIMS community
- Ability to uphold and reinforce school policies and procedures when addressing students and families
- Ability to work effectively in fast-paced environments
- Ability to work collaboratively and independently
- PowerSchool, Canvas, Blackboard, Google Drive, and Calendar,etc. if applicable)
- Professional orientation – appearance, communication, organization, and attitude

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 20 Walking: 75 Sitting: 5

Minimum Body Movement (Frequency): 4

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 50 Lifting: 4 Bending: 3

Pushing and/or Pulling Loads: 4 Reaching Overhead: 4 Kneeling or Squatting: 4

Climbing Ladders: 1 Climbing Stairs: 4

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin,

or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: Pending October 2023 Board Approval