



# 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 or Student Activities Coordinator**

**JOB GOALS:** The Assistant Athletic Director at AIMS K-12 College Prep is vital in supporting the management and operation of the athletic department. This position assists the Athletic Director in administrative, organizational, and operational tasks to ensure the effective execution of athletic programs and events.

## **ESSENTIAL JOB DUTIES:**

- Assist in organizing and overseeing athletic events, including games, logistics, tournaments, and transportation arrangements.
- Coordinate with coaches to ensure teams have the necessary equipment, facilities, and resources for practices and competitions.
- Monitor and maintain compliance with CIF and BACSAC regulations, including student-athlete eligibility and certification requirements.
- Manage administrative tasks such as maintaining records, tracking team rosters, and processing paperwork related to athletic programs.
- Serve as a point of contact for student-athletes, parents, and coaches, addressing inquiries and providing information on athletic programs.
- Assist in promoting athletic events and achievements through school newsletters, social media, and other communication channels to increase visibility and fan engagement.
- Assist the Athletic Director in managing the budget by tracking expenses, processing purchase orders, and identifying cost-saving opportunities.
- Assist in organizing fundraising strategies, events and activities to support athletic programs; including donor relations, sponsorships, and grant applications.
- Supervise student workers, interns, and volunteers, ensuring they receive the necessary training and support to fulfill their roles.
- Assist in the evaluation and development of athletic programs by gathering feedback and data to inform decision-making.
- Supervise and provide support to coaching and support staff, as delegated by the Athletic Director.
- Participate in hiring, training, and evaluations of coaching and support staff.
- Collaborate with the Athletic Director on advertising, social media, and public relations efforts.
- Maintain communication with Head Coaches to ensure program alignment.
- 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.

## **QUALIFICATIONS:**

- Minimum 1-2 years of relevant professional work experience preferred.
- Athletic coaching experience preferred.
- Events management experience is a plus.
- Experience managing, training, and leading groups of students.
- Experience with managing contracts with outside vendors/partners.
- California Driver's 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 — None (0), Limited (1), Occasional (2), Frequent (3), Very Frequent (4)**
  - Frequency: 4
  - Lifting (50 lbs.): 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.

**Board Approval: Pending Board Approval**