



The School District of Osceola County, Florida

POSITION DESCRIPTION

POSITION TITLE: Assistant Activities Director (Assistant Athletic Director)

QUALIFICATIONS:

1. Bachelor's Degree
2. A minimum of three years of successful teaching experience preferred.

REPORTS TO: Principal

POSITION GOAL: The Assistant Activities (Athletic) Director has a broad degree of responsibilities that will assist with supervising and coordinating all extra-curricular activities and coaches. This position will also provide assistance as a liaison between and among the principal, teacher, parents, extra and co-curricular sponsors, student body, and members of the community.

PERFORMANCE RESPONSIBILITIES:

1. To organize and maintain the school sponsored intramural program.
2. To assist the Principal/Athletic Director in administering School Board Rules.
3. To assist Principal/Athletic Director in adhering to all Florida High School Athletic Association (FHSAA) Bylaws, Policies and Procedures.
4. To assist the Athletic Director with game contracts and student eligibility through the state issued Athletic software platform.
5. To assist the Principal/Athletic Director in developing and administering extra-curricular programs.
6. To assist the Principal/Athletic Director in monitoring and evaluating all equipment and playing surfaces to make recommendations for improvements.
7. To understand and comply with the district issued athletic handbook.
8. To perform other duties as assigned by the Principal.

TERMS OF EMPLOYMENT: Annual

EVALUATION: Performance in this position will be evaluated semi-annually by the Principal