

**TITLE/POSITION** Assistant District-Wide 7-8th Athletic Director

**SUPERVISOR** Director of School Operations and Athletics

**EVALUATION** Performance is to be evaluated annually by the Director of School Operations and Athletics.

**CERTIFICATION REQUIREMENTS** Properly Certified or Level 1 Certification from National Federation of State High School Associations

**ADDITIONAL REQUIREMENTS** Must have completed all coaching required training and courses: Fundamentals of Coaching, Concussion in Sports, First Aid, Health & Safety for Coaches, CPR, Bullying, Hazing, and Harassment trainings.

**QUALIFICATIONS**
**TERMS OF ADDENDA** Addenda/Extra Duty employment is term specific with no right of continuation. Remuneration is per the Board approved schedule. The administrator has the right to recommend a pro-rated addenda/extra-duty stipend based on completion of responsibilities. Should you be unable to fulfill your contractual obligation, the amount will be pro-rated upon actual days completed.  
 \$2,500 annually

**ADDENDA TYPE**

SELECT ONE

- 
- Flat Rate
- 
- 
- Per Diem
- 
- 
- Formula

**NOTES:**
**ITEMS REQUIRED AT THE START OF PROGRAM**
**DUE DATE:**
**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**COMPLETION DATE:**

Create schedules for all 7th grade teams and sports, including playoffs, tournaments and championships--secure facilities and officials and order awards.

Create schedules for middle schools specific sports (cross country, wrestling, and track) including playoffs, tournaments, and championships.

As needed, work with District Athletic Director and 7-8th Athletic Director to revise various athletic manuals.

No summer work is required.

**ITEMS REQUIRED AFTER THE START OF PROGRAM**
**DUE DATE:**
**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**COMPLETION DATE:**

Attend 7/8 Athletic Coordinator meetings.

Act as resource for 7th grade and middle school sports coaches.

Enter all 7th grade and middle school sports schedules on athletic website; update website in a timely manner with latest scores, schedule changes, and news.

Help plan and coordinate annual Pursuing Victory with Honor awards and banquet.

Facilitate preseason meetings for coaches prior to each season of sport.

Other duties as assigned by the District Athletic Director.

**ITEMS REQUIRED AT COMPLETION OF PROGRAM**
**DUE DATE:**
**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**COMPLETION DATE:**

Evaluate the year in high school sports in conjunction with the District Athletic Director and the 7-8th Athletic Director.

**COMPLETION OF ADDENDA**
**SUPERVISOR SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**\*\*Your employment is "at will" and may be terminated by the District, or by you, with or without cause. Termination shall become effective upon Board action. No legitimate expectation of continued employment is created by this notice of appointment, understandings with the District or its agents, interpretations of Board policies, salary/compensation schedules, job descriptions or documents generated by the District.**