

DEPARTMENT OF EDUCATION
STATE OF HAWAII

ASSOCIATE SCHOOL ATHLETIC DIRECTOR

DUTIES SUMMARY:

Assist with the planning and coordination of the athletics program of a public school, both intramural-extramural and interscholastic, and help to fulfill the educational expectations for all athletes by providing a variety of individual and team sports, including adapted sports activities.

DISTINGUISHING CHARACTERISTICS:

This class differs from the Vice Principal in that the Associate School Athletic Director supports the School Athletic Director with the effective and efficient management of an athletics program in a public school; whereas the Vice Principal assists the Principal in the total operation, administration and management of a public school.

This class differs from the School Athletic Director in that the Associate School Athletic Director supports the School Athletic Director in the effective and efficient management of the athletics program; whereas the School Athletic Director has immediate responsibility for the overall operation, administration, and management of the athletics program in a public school.

A position in this class performs under the general supervision of the School Athletic Director and may be afforded some latitude and discretion in managing a specific program or aspects of the athletics program in a public school within prescribed departmental policies and objectives. If so delegated, positions in this class may supervise coaches and other athletic program staff.

EXAMPLES OF DUTIES:

1. Assists in developing the school athletic budget, generating expenditure plans with school support personnel in accordance with departmental rules and regulations and with input from coaches. Supports the School Athletic Director to ensure the maintenance of accurate financial records.
2. Assists with the inventory of supplies and equipment, identifying and prioritizing what items should be replaced or purchased, and recommending vendors and products when appropriate.
3. Provides recommendations for developing rules and regulations, physical and academic eligibility requirements, and general improvements for the school athletic program.
4. Assists in ensuring that the school athletic program complies with Title IX, Section 504 of the Rehabilitation Act of 1973, other applicable federal and state laws and regulations, and Department of Education policies and regulations.
5. Encourages and promotes high standards of conduct, sportsmanship, scholastic achievement, welfare, and morale for all students participating in athletic program activities.

6. Assists in implementing policies, programs, and activities designed to curb and control student violence and vandalism in the school.
7. Assists in preparing student eligibility and participation lists for all sports and submits to the School Athletic Director or Principal, monitoring student scholastic and conduct eligibility throughout the season and revising lists as appropriate.
8. Assists with organizing athletic awards programs.
9. Assists in staff onboarding and orientation, ensuring they understand their roles and responsibilities to students, the school staff, parents, and community. May provide or coordinate training workshops for coaches in their respective sports.
10. Refrains from coaching and advising interscholastic and intercollegiate activities, whether on an informal or formal basis. (Exception: Emergency or unusual situations occurring in the Associate School Athletic Director's own school.)
11. Assists in planning and coordinating the arrangements for interscholastic and intramural scheduled games and matches in all sports, including pre-season and interschool practice contests.
12. Assists in developing, implementing, and administering the intramural program.
13. Assists the high school counseling program in seeking athletic scholarships and planning post-high school experiences for student athletes.
14. Assists in planning, arranging, and supervising trips by athletic teams and may be assigned to accompany teams on trips to the neighbor islands or out-of-state.
15. Assists in maintaining a current report-filing system on athletic department matters, such as financial records, league rules, student rosters, athletic awards, accident/injury reports, or other related documentation.
16. In the absence of an Athletic Trainer and the School Athletic Director, assists in supervising the re-entry of injured athletes who have been given permission by a medical doctor to return to athletic competition.
17. Assists in maintaining and distributing current school athletic policy handbooks and sports rules to all coaches.
18. Assists in arranging the transportation needs of all athletic teams and ensures that certified drivers are used.
19. Assists in ensuring that all athletes have parental consent, physical examinations, and insurance coverage before they practice or participate in any preseason or league contest.
20. Assists in fostering a program designed to support athletic teams and school spirit.

21. Assists in supervising, or assigning a designee to supervise, all athletic ticket sales and fund-raising events for athletics.
22. Assists in selecting and assigning athletic coaches and staff members, with the approval of the School Athletic Director and Principal, and provides input for or conducts evaluations.
23. Assists in promoting and fostering good school-community relations by keeping the community aware of and responsive to the athletic program by preparing news/information releases to the news media and meeting with various interest groups.
24. Assists in coordinating game support services, such as officials, team physicians, and police officers; providing proper supervision of home games in the absence of the School Athletic Director; and serving as tournament director when conducting state tournaments.
25. Assists in coordinating, with the School Food Services Manager, any requests for pre- or post-game meals or summer training tables.
26. Assists in coordinating the provision of appropriate school support services for visiting teams.
27. Assists in coordinating, with the School Athletic Director and/or Principal, decisions concerning booster groups, parents, and community volunteers involved in athletic functions in the school.
28. Assists in supervising and coordinating, with appropriate personnel, the use of facilities to ensure the proper maintenance and preparation for athletic and instructional purposes.
29. Assists in scheduling, with appropriate school officials, and directing the use of athletic facilities, fields, and equipment.
30. Serves as Acting School Athletic Director in the absence of the School Athletic Director.
31. Performs other related duties as required or assigned by the School Athletic Director or Principal.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Education: Graduation from an accredited college or university with a bachelor's degree, preferably in education with coursework in physical education or sports/athletic administration.

Experience: Thirty six (36) months of successful work experience as an assistant athletic director, high school head coach, sports management specialist, or in a related field.

Combined Education and Experience: An equivalent combination of education and experience may be acceptable, as determined by the Department.

Certification: Possession of certification from the National Interscholastic Athletic Administrators Association (NIAAA) is preferred.

Knowledge: Philosophy of athletic administration; code of ethics and sportsmanship; principles of budgeting, crowd management, fundraising, health and safety, sports medicine, record keeping, school-community relations, and public relations; rules and regulations of the appropriate interscholastic league, the Hawaii High School Athletic Association (HHSAA) and the National Federation of High School Associations (NFHSA); pertinent federal and state laws, rules and regulations; Department of Education policies and administrative procedures.

Skills/Abilities: Plan, organize, direct and coordinate school athletic activities; budget and prepare expenditure plans; deal tactfully and work effectively with a variety of individuals and groups; communicate clearly and effectively both orally and in writing; operate computers and other business machines.