



**WELLESLEY PUBLIC SCHOOLS**  
**Wellesley, MA**

**Job Description**

**Title:** Assistant Athletic Director

**Qualifications:**

- A Bachelor's Degree is preferred.
- 3 years of relevant work experience is preferred. Experience working in an athletics program and knowledge of athletics operations is preferred..
- Demonstrated successful experience in the administrative capacity or comparable experience where significant independence was exercised in the performance of assignment.
- Possess a thorough knowledge of and familiarity with modern office technology, electronic equipment and software applications and operations.
- Proficiency in the use of Microsoft Office (Word, Access, Excel, and PowerPoint) and Google Suite - as well as social media platforms - and willing to learn new software programs as needed.
- Experience using Powerschool, Schoolspring, AESOP, Teachpoint, Novatime and/or Munis is preferred.
- Ability to quickly learn new platforms adopted by Wellesley Public Schools.
- High level of professionalism and the ability to maintain confidentiality.
- Excellent verbal and written communication skills.
- A high degree of organizational and time management skills. Ability to prioritize, multi-task, and handle diverse tasks.
- Ability to understand written procedures, and understand complex, multi-step written and oral instructions.
- Ability to work independently and as part of a team required..
- Ability to take initiative, exercise sound judgment and make decisions within scope of his/her authority.
- Attend professional development as directed
- Ability to relate in a positive manner with members of the public, parents, staff and students.
- Support the overall school mission, vision, and policies and procedures

**Evaluated by:** The Athletic Director

**Job Goal:** Under the supervision of the Director of Athletics, assists with the day to day operations of the Athletic Department.

**Work Year:** 12 month salaried position

**Salary/Benefits:** According to the WEA Unit E contract

**Performance Responsibilities:**

- Coordinates team transportation and bus schedules, including after-hours busing needs. Assists with the estimation and tracking of bus costs during the year.
- Coordinates the assignment of officials for all events. Manages the collection of officials' slips and payment of officials for fall, winter and spring seasons. Notifies officials in case of postponements, cancellations or other changes.
- Coordinates staffing and support for home events, including ticket takers, scoreboard operators, PA announcers, security, etc.
- Communicates and promotes WHS & WMS athletic events and highlights student athlete and team accomplishments with local and regional media, student newspapers and social media outlets.
- Works with the District's webmaster to update and maintain the Athletic Department's website, including online scheduling of events and the MIAA online tournament entry process. Routinely updates and maintains resources within and links to WHS & WMS athletics website.
- Assists with the athletic event setup, takedown and administrative coverage, including night, weekend and vacation week competitions and activities.
- Manages inventory, order, allocate and return process for team uniforms and equipment for both High School and Middle School teams.
- Attends professional meetings and professional development programs as directed.
- Assists with the management of revenues (gate receipts, fee collections, gifts and donations) and expenses (purchasing).
- Assists with student-athlete sport registration process utilizing Rectrac, Filemaker or other database software.
- Performs other related duties as assigned.

**Essential Functions of the Job:**

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance and stoop. The employee may be required to move athletic equipment or supplies. Employee is occasionally required to drive. Employee is regularly required to handle stressful situations and resolve conflicts. The employee must be physically fit and able to attend and actively engage with coaches, referees and athletes indoor and outdoor year-round in the performance and effective management of the athletic program.

The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed on athletic fields, rinks and in an office environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

**School Committee Approval Date: 12/8/2020**