

**BARNSTEAD SCHOOL DISTRICT
Assistant Athletic Director**

TITLE: Assistant Director of Athletics

QUALIFICATIONS:

- Minimum of a high school education
- Demonstrated coaching experience and ability
- Demonstrated skills in administrative experience
- Preference given to current employees of Barnstead Elementary

REPORTS TO: Principal/Athletic Director

TERMS OF EMPLOYMENT: Part-time, 12 month position. Annual stipend based on the recommendation of the Superintendent of Schools.

EVALUATION: Performed by the Principal or designee

ROLE RESPONSIBILITIES – Assists the Athletic Director in these Roles and Responsibilities:

- Develop an athletic budget
- Maintain an inventory of all athletic equipment and supplies
- Schedule all athletic contests and practices
- Ensure National Operating Committee on Standards for Athletic Equipment certification on all safety equipment
- Schedule and secure officials for all home contests and tournaments
- Arrange transportation for all athletic events
- Recommend the use of athletic fields and facilities
- Communicate with local media to promote athletic events and fund raisers
- Supervise coaching staff
- Maintain a file that includes permission forms, physical records, and pertinent documentation for athletes
- Oversee eligibility procedures and determine academic eligibility as needed
- Provide in-service training on first aid, prevention of injuries, and CPR to all coaching staff to comply with all legal, safety, and health regulations for certification of coaches
- Annually review the coaches/athletes/parents handbook and recommend any revisions as needed
- Provide an active program that promotes school spirit and sportsmanship for players, coaches, parents, and the community
- Coordinate and recommend which sports the District will offer
- Develop evaluation forms for coaches for use in determining team roster
- Coordinate scheduling, facilities usage, and eligibility requirements with Prospect Mountain High school and Alton Central School

- Recommend a matrix for determining coaching salaries
- Coordinate with school and local officials in the organization of athletic camps, structures, fees, and dates
- Actively pursue grant money, if available, to assist with the funding of athletic programs
- Be familiar with the general standards, rules, and regulations of NHIAA

(First Reading: 11-13-13)

(Second Reading/Approved: 11-26-13)