LAKELAND SCHOOL SYSTEM
Learn. Grow. Lead.

Job Description

Job Title: High School Assistant Principal and Athletic Director (12 Month)

Exemption Status: Exempt/Professional

Reports to: Principal

Salary Schedule: Assistant Principal

Dept./School: Assigned Campus

Date Approved:

Primary Purpose:

To assist the principal in meeting instructional and administrative responsibilities and to provide leadership in the development, implementation, and coordination of the school's instructional program. Direct and manage the overall program of extracurricular athletics for the district. Provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with federal and state laws, Tennessee Secondary School Athletic Association (TSSAA) rules, the rules of other applicable athletic governing bodies, and local requirements.

Minimum Training and Qualifications:

Master's Degree with an endorsement in Administration and Supervision

Professional Tennessee Teaching License with an endorsement in the grade band served

Minimum of three (3) years of successful teaching experience in the grade band served

Proficient in computer applications to include database, spreadsheet and word processing applications

Ability to prepare clear, concise, accurate and complete reports including statistics

Excellent oral and written communication skills, public relations, organizational and interpersonal skills

Knowledge of overall operations of an athletic program

Knowledge of federal and state law and TSSAA rules governing athletics

Ability to implement policy and procedures

Ability to manage budget and personnel

Ability to speak effectively before groups of students, parents, and staff

Such alternatives as the Superintendent may find appropriate and acceptable

Performance Responsibilities:

1. Provides leadership to ensure understanding of and compliance with the educational objectives, policies, and procedures of the Lakeland School System.
2. Assists the principal in the general administration of the school.
3. Assists the principal and faculty in the development and implementation of the School Improvement Plan.

4. Keeps abreast of developments in curriculum, instruction, and technology, and recommends their suitability for inclusion in the school's educational program.
5. Assists in the development of school and system staff development programs which will strengthen the instructional program.
6. Assists the principal and faculty in the interpretation of test and other pertinent data and the promotion of activities designed to improve student achievement.
7. Assists in general coordination of the special education program and serves as the principal's designee in IEP meetings as required.
8. Provides supervision of afternoon/evening activities in accordance with the extracurricular programs of the school.
9. Assists in the performance evaluation of faculty and staff under the direction of the principal.
10. Asserts leadership in time of emergency in accordance with established Lakeland School System Board policy and procedures.
11. Improves professional skills and knowledge; assumes educational leadership roles; and performs duties in a professional, honest, and responsible manner.
12. Adheres to administrative regulations and directives.
13. Concurrently functions as the school's Athletic Director per the responsibilities listed below.
14. Uses oral and written communication skills correctly and effectively.
15. Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign.

Athletic Director Performance Responsibilities:

1. Direct and manage an active athletic program that promotes good sportsmanship and student development including the time, resources, and materials to support accomplishment of district and school goals.
2. Oversee the coordination of athletic facilities and assets for equitable access for all athletic programs.
3. Develop and implement processes and procedures to ensure that the school and its athletic programs remain compliant with all TSSAA regulations, the rules of other applicable athletic governing bodies, as well as any applicable local, state, or federal laws.
4. Establish and maintain physical and academic eligibility requirements for participation in each sport and verify each athlete's eligibility.
5. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.
6. Regularly evaluate the athletic facilities, report any deficiencies in athletic facilities to the Maintenance and Facilities Manager, and follow up to ensure appropriate corrective actions are completed.

7. Assist with the creation and implementation of the initial and ongoing training of both faculty and non-faculty coaches and other athletic staff.

8. Assist head coaches with the organization and coordination of major tournaments and other on-campus events.

9. Manage the district's athletic trainer contract and schedule attendance at appropriate games.

10. Manage the school calendar for gate workers and other necessary support staff.

11. Organize the schoolwide recognition of athletes and teams for academic and athletic honors and achievements.

12. Maintain the records of athletic teams and athletes as well as any historical school records of individual athletes.

13. Meet with faculty and non-faculty coaches to provide support and consultation as requested by coaches or at the direction of school administrators.

14. Advise school administration on the recruiting and evaluation of any prospective coaching candidates.

15. Assist in providing coverage for faculty coaches during the school day whose athletic duties require them to be absent or otherwise off campus.

16. Serve in the rotation of game administrators as assigned by the building principal.

17. Provide support to coaches and school support organizations in the promotion of athletic teams and events.

18. Ensure all coaches have necessary access to students' grades and discipline data by communicating with the student information system coordinator.

19. Coordinate with the financial secretaries regarding financial needs for games, and ensure all games are correctly updated in the various financial programs used (e.g. Arbiter Pay and Go Fans).

20. Make certain all athletic schedules are created in a satisfactory and timely manner.

21. Interview and recommend coaching candidates to the school principal.

22. Approve tryout plans/schedules for all teams.

23. Provide training and support to coaches to reaffirm the Lakeland School System's expectations.

Clearances and Testing: *(at expense of applicant)*

Criminal Justice Fingerprint/Background Clearance
Pre-employment physical exam & TB Test

The **High School Assistant Principal and Athletic Director** maintains a forty (**40**)-hour work week and any additional hours as required to meet the duties and responsibilities of this position. This is a Twelve (**12**) month position and salary will be determined based on qualifications and experience. On-site attendance at the assigned location or locations is an essential function of this job.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Lakeland School System offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information and adheres to the provisions of the Family Rights and Privacy Act (FERPA).