

**Arlington Public Schools
Arlington, MA 02476**

Job Description

Position: Arlington High School Assistant Director of Athletics

Job Goal: To promote the development of each student who participates in the program. All staff are expected to understand and support the concept that any activity sponsored by AHS Athletics is part of the total program offered by AHS. Individuals in charge of such activities must utilize sound educational principles and goals to promote athletics as part of the overall educational experience.

Qualifications:

- Experience working with high school aged student-athletes; coaching
- Experience in sports management or athletic administration.
- Applicants must possess or be able to demonstrate ability to possess Red Cross CPR and First Aid Certification.
- Experience with the Massachusetts Interscholastic Athletic Association (MIAA)
- A Bachelor's Degree or higher from an accredited college or university is preferred.

Responsibilities:

- Model the behaviors outlined in the MIAA and NFHS Coaches Code of Ethics.
- Knowledge of and promoting and enforcing policies and information contained in the MIAA Handbook and the AHS Student Handbook.
- Attend all Athletic Department and AHS meetings that deal directly with the MIAA, League, Coaches Associations and Athletic Awards meetings as requested.
- Network with leaders of youth sports leagues in order to encourage participation at the high school level.
- Help maintain the athletics webpage, team rosters, and athletic schedules.
- Coordinate and oversee all aspects of sports information including game recaps, score reporting, social media and PR media notifications
- Work with Athletic Director to coordinate scheduling of officials needed for home games/meets/matches;
- Work with Athletic Director and Director of Transportation to coordinate team transportation for away games/meets/matches;
- Assist with the athletic event setup, takedown and administrative coverage, including night, weekend and vacation week competitions and activities.
- Assist with registration and clearance efforts and MIAA waiver processes
- Manage MIAA and Arbiter

- Send out weekly schedule of all athletic events to AHS community
- Perform other related duties as assigned by Athletic Director

Physical Demands:

Minimal physical effort is generally required to perform duties under typical office conditions. The employee is frequently required to stand, walk, sit, speak and hear and use hands to operate equipment. Visual requirements include the ability to read routine documents and to use a computer.

TERMS OF EMPLOYMENT: Mid-August - June (School Year/Athletic Seasons)

REPORTS TO: Athletic Director

SALARY: \$50,000-\$60,000 per year, depending on experience.

Arlington values diversity. We strongly encourage candidates of varied backgrounds, including people of color, persons with disabilities and others to apply.