



Bright Local School District
Job Description

Job Title: Site Supervisor / Assistant Athletic Director

Reports to: Athletic Director, Principal, Superintendent

Objective: The Site Supervisor/Assistant Athletic Director plays a crucial role in overseeing the operational aspects of athletic events and facilities while providing support to the Athletic Director. This position requires a dynamic individual capable of managing various tasks related to facility management, event coordination, and administrative responsibilities within the athletic department.

Minimum Qualifications:	<ul style="list-style-type: none">● Bachelor's degree in sports management, education, or related field (preferred not required).● Previous experience in athletics administration, facility management, or event coordination.● Strong organizational, communication, and leadership skills.● Knowledge of athletic rules, regulations, and safety protocols.● Ability to work flexible hours, including evenings and weekends, during athletic seasons.● Proficiency in computer applications, including MS Office and athletic management software.● CPR and First Aid certification (preferred).● Valid driver's license and clean driving record.● Ability to perform physical tasks, including standing, bending, lifting, and carrying objects up to 25 pounds● Reliable and punctual with a strong work ethic● Ability to work independently and as part of a team● Willingness to follow instructions and adhere to safety protocols● Availability to work flexible hours, including evenings and weekends if needed● clean background check● complies with board policies
Duties and Responsibilities:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">● Facility Management:<ul style="list-style-type: none">● Supervise the maintenance and upkeep of athletic facilities, ensuring they are safe, clean, and compliant with regulations.● Coordinate facility schedules for practices, games, and events, and oversee facility rentals to external organizations.● Conduct regular inspections of facilities to identify and address maintenance needs promptly.● Event Coordination:

	<ul style="list-style-type: none"> ● Assist in planning and coordinating athletic events, including games, tournaments, and competitions, ensuring they run smoothly and efficiently. ● Collaborate with coaches, officials, and event staff to organize logistics, such as scheduling, staffing, and equipment needs. ● Oversee game-day operations, including setup, crowd control, ticket sales, concessions, and security. ● Administrative Support: ● Assist the Athletic Director in managing administrative tasks related to athletic programs, such as budgeting, purchasing, and record-keeping. ● Prepare and distribute communications related to athletic events, schedules, and policies to coaches, athletes, parents, and the community. ● Maintain accurate records of student-athlete eligibility, participation, and academic performance in compliance with district and state regulations. ● Student-Athlete Support: ● Provide support and guidance to student-athletes regarding athletic programs, eligibility requirements, and academic responsibilities. ● Assist in the recruitment and retention of student-athletes, including coordinating tryouts, physical exams, and eligibility paperwork. ● Foster a positive and inclusive team environment that promotes sportsmanship, leadership, and personal development among student-athletes. ● Community Engagement: ● Serve as a liaison between the athletic department, school administration, parents, booster clubs, and community organizations. ● Promote school spirit and pride by organizing pep rallies, spirit events, and community service projects involving student-athletes. ● Attend meetings, conferences, and events representing the athletic department to enhance community relations and support fundraising efforts
<p>Required Knowledge, Skills and Abilities:</p>	<p>The following characteristics and physical skills are important for the successful performance of assigned duties.</p> <ul style="list-style-type: none"> ● Knowledge of Athletic Operations: Understanding of athletic department operations, including event management, facility maintenance, and student-athlete support services. ● Facility Management: Ability to oversee the maintenance and operation of athletic facilities, including fields, gyms, and locker rooms. ● Event Coordination: Skills in planning, organizing, and executing athletic events, including scheduling, staffing, and logistics management. ● Administrative Skills: Proficiency in administrative tasks such as budgeting, record-keeping, communication, and data management. ● Student-Athlete Support: Ability to provide guidance and support to student-athletes regarding athletic programs, eligibility requirements, and academic responsibilities. ● Community Engagement: Strong interpersonal and communication skills to effectively engage with parents, coaches, student-athletes, booster clubs, and community organizations. ● Leadership and Teamwork: Capacity to lead and work collaboratively with coaches, staff, volunteers, and stakeholders to achieve department goals and objectives. ● Safety and Compliance: Knowledge of safety protocols, emergency response procedures, and regulatory requirements applicable to athletic facilities and events. ● Problem-Solving Skills: Ability to identify issues, analyze situations, and develop effective solutions in a fast-paced athletic environment. ● Organizational Skills: Strong organizational skills to manage multiple tasks, prioritize responsibilities, and meet deadlines efficiently.

	<ul style="list-style-type: none"> ● Adaptability: Flexibility to adapt to changing circumstances, schedules, and priorities in response to evolving needs and situations. ● Ethical Conduct: Commitment to upholding ethical standards, integrity, and professionalism in all aspects of job performance and interactions with others. ● Technology Proficiency: Familiarity with relevant software applications, databases, and technology tools used in athletic administration and facility management. ● Continuous Learning: Willingness to pursue professional development opportunities and stay informed about trends, regulations, and best practices in athletic administration and facility operations.
Working Conditions:	<p>Exposure to the following situations may range from remove to frequent based on circumstances and factors that may not be predictable.</p> <ul style="list-style-type: none"> ● Duties may require bending, crouching, kneeling, reaching, and standing. ● Duties may require lifting, carrying, and moving work-related supplies/equipment. ● Duties may require operating and/or riding in a vehicle. ● Duties may require traveling to meetings and work assignments. ● Duties may require prolonged use of a computer keyboard and monitor. ● Duties may require working extended hours. ● Duties may require working under time constraints to meet deadlines. ● Potential for exposure to adverse weather conditions and temperature extremes. ● Potential for exposure to blood-borne pathogens and communicable diseases. ● Potential for interaction with disruptive and/or unruly individuals.
Performance Evaluation:	Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bright Local School District Board of Education.
Salary	Per BLSD Adopted Schedule
Adoption Date:	

The Bright Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

To Apply, click the following link: [Supplemental/Pupil Activity Position Application](#)

Any interested candidate should submit: Resume, Cover Letter, References, Credentials

Miah Call
Athletic Director
miah.call@blsd.us

or

Jason Iles
Superintendent
jason.iles@blsd.us