

**ASSISTANT ATHLETIC DIRECTOR  
BEN DAVIS HIGH SCHOOL**

**JOB DESCRIPTION  
MSD OF WAYNE TOWNSHIP**

**PURPOSE:** To support the BDHS Athletic Director with planning, organizing, and evaluating the entire athletic program.

**PERFORMANCE RESPONSIBILITIES:**

1. Supports the BDHS Athletic Director with planning, organizing, supervising, and scheduling athletic events, including: ticket sales and distribution, transportation and meals for trips, coordinating and use of athletic facilities, and keeping permanent records of the results of athletic events.
2. Supports the BDHS Athletic Director in hiring officials and hiring and evaluating the coaching staff
3. Supports the BDHS Athletic Director maintaining an inventory, storing, and purchasing equipment.
4. Makes arrangements for medical services for athletes when necessary.
5. Clears eligibility of athletes with I.H.S.A.A. and all BDHS regulations; provides eligibility lists and blanks.
6. Attends school athletic contests and league and professional meetings.
7. Coordinates activities with junior high school athletic directors.
8. Coordinates activities with Booster Club.
10. Plans and organizes All-Sports May banquet.
11. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: August 2016