

**ASSISTANT PRINCIPAL ATHLETICS
AND BUILDING/GROUNDS
BEN DAVIS HIGH SCHOOL**

**JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP**

PURPOSE: To fulfill administrative functions at Ben Davis High School with a focus on athletics and athletic facilities at Ben Davis High School.

PERFORMANCE RESPONSIBILITIES:

1. Acts as immediate supervisor and evaluator of the following:
 - a. Health/Physical Education Department
 - b. Music/Performing Arts Department
 - c. Visual Arts Department
 - d. Military Science Department
 - e. Athletic Department
 - f. Custodial/Maintenance Staff
2. Assists in the selection of staff of supervised departments.
3. Administers and schedules all aspects of the interscholastic athletic program and other extracurricular activities.
4. Develops and supervises the intramural athletic program.
5. Coordinates and directs adult booster club activities, including all fund raising.
6. Ensures compliance with all I.H.S.A.A. rules and regulations delegated by the principal.
7. Coordinates the high school and junior high schools' athletic programs jointly with the junior high athletic directors.
8. Supervises the operation of the bookstore.
9. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign..

Revised June 2016.