



Job Title: Assistant Director of Athletics

Exemption Status: Exempt

Reports to: Executive Director of Athletics

Date Revised: June 2026

Dept. /School: Athletics

Pay Grade: 109

Primary Purpose:

Assist in managing the district's overall athletics program. Provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with all federal, state, University Interscholastic League (UIL), and local requirements.

Qualifications:

Education/Certification:

- Bachelor's Degree from an accredited college or university
- Valid Texas Teaching Certificate

Experience:

- Minimum of five (5) years of teaching and coaching experience

Special Knowledge/Skills:

- Knowledge of the overall operations of an athletic program
- Knowledge of federal, state, and UIL policies governing athletics
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to manage budget and personnel
- Excellent public relations, organizational, communication, and interpersonal skills
- Ability to speak effectively before groups of students, parents, and staff

Major Responsibilities and Duties:

Program Planning

1. Monitor compliance with the Athletics department's administrative policies and procedures.
2. Assist in monitoring rules and regulations governing athletics at the district and state levels.
3. Communicate with parents, coaches, principals, vendors, and all athletic stakeholders.
4. Assist with developing the Athletics department budget.
5. Assist in managing the district's athletic program and facilities.
6. Assist the Garland ISD Security Department in coordinating the safety and security of all athletic events.
7. Assist with monitoring participation requirements for each sport and verifying each athlete's UIL eligibility.
8. Assist with maintaining an active program that promotes good sportsmanship and student development, including the time, resources, and materials to support the department's goals.
9. Assist in monitoring the effectiveness of athletic programs and ensure continuous, responsive program renewal to student needs.

Athletic Events



10. Manage district athletic programs, including directing ticket sales, hiring game officials, and ensuring facilities are prepared.
11. Review all district athletic schedules.
12. Arrange the transportation, lodging, and meals for out-of-town athletic events.
13. Assist with overseeing the process of cleaning, repairing, and storing all district athletic equipment.
14. Coordinate with the GISD facilities department on the use of all secondary athletic facilities by non-school groups.
15. Initiate all athletic awards programs.

Student Management

16. Ensure the implementation of district student management policies, communicate expected student behavior related to athletics, and enforce student discipline through the Athletic Code of Conduct, Student Code of Conduct, and student handbook.
17. Establish and maintain open lines of communication on vital issues with parents, students, coaches, and administration.

Policy, Reports, and Law

18. Implement the policies established by federal law, state law, State Board of Education rules, UIL rules, and local board policy in athletics.
19. Compile, maintain, and file all reports, records, and other documents as required.

Budget and Inventory

20. Assist in a budget based on documented needs and ensure that operations are cost-effective and funds are managed wisely.
21. Assist with the current inventory of supplies and equipment, and recommend disposal and replacement when necessary.

Personnel Management

22. Prepare, review, and revise job descriptions for the athletic department.
23. Recruit, select, train, supervise, and evaluate all athletic department personnel and make recommendations for assignment, retention, discipline, and dismissal.
24. Develop training options and/or improvement plans for employees to ensure exemplary athletic operations.

Community Relations

25. Articulate the district's athletics mission and goals to the community and solicit its support in achieving them.
26. Demonstrate awareness of district and community needs, initiate activities to meet those needs, and use appropriate and effective techniques to encourage community and parent involvement.
27. Support athletic booster club activities.
28. Perform all other duties as assigned.

Supervisory Responsibilities:

Assist in supervising, evaluating, and recommending athletic coaches and support staff.



Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including computer and peripherals, and other instructional equipment

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

Motion: Frequent repetitive hand motions, frequent keyboarding and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 30 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

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

Reviewed by _____ Date _____

Received by _____ Date _____