



Little Rock School District

JOB DESCRIPTION

Position Title: Athletics Administration Specialist

Prepared Date: 12/16/2021

JOB GOAL:

To assist the Director of Athletics with the overall program of interscholastic athletics.

TERMS OF EMPLOYMENT:

12 month (245 days) contracts, Pay 802 Grade 11, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Bachelor's degree required. Master's in Education preferred.
2. Minimum of three (3) to five (5) years' experience in urban school setting preferred.
3. Skill in budget preparation and fiscal management.
4. Skill in using the AS-400, Excel, Word, Outlook and PowerPoint.
5. Must be able to operate basic office equipment, including but not limited to, officer copier, typewriter, calculator, fax machine, and shredder.
6. Evidence of strong skills in meeting and dealing with the public in a manner that will promote a positive image of the Little Rock School District.
7. Evidence of strong commitment to quality integrated education.
8. Strong interpersonal skills.
9. Evidence of strong organizational skills.
10. Evidence of strong oral and written communication skills.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Assists with the eligibility of interscholastic athletics.



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2. Assists with the organization and scheduling of athletic events.
3. Supervises cheer and drill sponsors.
4. Works with supplemental instructional programs.
5. Fosters good school-parent relations by maintaining communications relative to rules and regulations on athletics.
6. Assists the Director in establishing and enforcing the physical, academic and training requirements of eligibility for participation in all LRSD athletic programs.
7. Assists coaches and athletic administrators with technical support and input of information for the computerized program for eligibility.
8. Maintains a file of medical examinations, insurance forms, and parental consent forms for participating athletes.
9. Assists in receiving equipment, uniforms, and supplies quotations, evaluates such requests and assist in approving appropriate orders.
10. Assists the Director in monitoring budget and provides updated budget reports to coaches.
11. Assists in arranging for medical personnel at all home varsity football games and larger athletic events.
12. Responsible for distributing tickets and appropriate athletic forms throughout the school year for game operations for the previous sports for both middle schools and high schools.
13. Manages the day-to-day operations of the Athletic Office.
14. Prepares written reports, memos, and communications as required by the Athletics Director.
15. Performs other duties as may be assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or



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objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.