

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Assistant Athletic Director
Job Class Code: 5115 or 7334
Pay Scale: per salary schedule

Reports to: Athletic Director
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Develops and reviews program plans.
- Responsibilities:
- Provides direction, supervision and evaluation of early childhood programs.
- Ensures compliance with federal, state and district policies, administrative procedures, and negotiated agreements.
- Develops budget and approves all expenditures in order to maintain budget control to ensure that all functions, including building management, operate within appropriated allocations.
- Maintains lines of communication with principals and other organizational units to ensure compliance with district goals and objectives and state and federal guidelines.
- Ensures parental and community participation, as directed by the Head Start Performance Standards, including selecting qualified staff in accordance with state and federal guidelines.
- Supervises the preparation of grant applications, community assessment, self-assessment and program information reports.
- Collaborates with district departments in the development and progression of early childhood program administration, curriculum design, and evaluation.
- Performs other duties as assigned by the Superintendent.

MINIMUM QUALIFICATIONS

Education: GED or High School Diploma
Certification/Licensure: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

PANTHERS