

**ROCKFORD BOARD OF EDUCATION
JOB DESCRIPTION**

Job Title: Ticket Manager

JOB CODE:

Department: Athletic Department

Supervisor: District/Building Athletic Director

Date: 10/15/2014

PURPOSE OF THE POSITION: The Ticket Manager will assist the building Athletic Director with assigned responsibilities for the Fall, Winter or Spring season. These seasonal duties are assigned by the building Athletic Director.

SUPERVISORY RESPONSIBILITIES: Responsibilities assigned by the building Athletic Director may include but not limited to game preparation, game supervision, watching games/evaluation, and ticket sales-reconciliations coordinated with the building finance. The Ticket Manager reports to building Athletic Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. In addition to the requirements listed below, regular attendance is an essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The Ticket Managers duties assigned may include:

Game Preparation / Management

1. Assist with game preparation and set-up.
2. Assist tickets sales prior to and during contests.
3. Assist with event management prior to and during contests.
4. Provide observation/feedback of events to athletic director.

Student / Spectator Management

5. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Code of Conduct and Athletic Handbook.

Policy, Reports, and Law

6. Assist the Athletic Director with implementing the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics.

Practice / Game Observation

7. Provide observation/feedback of practices/coaching to athletic director.
8. Provide observation/feedback of games/coaching to athletic director.

Gate and Inventory

9. Assist tickets sales prior to and during contests.
10. Assist the Athletic Director in counting, verifying and reporting gate reconciliations.
11. Assistant the Athletic Director Maintaining a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.
12. Assist with uniform/equipment inventory including: cleaning, repairing, and storing all athletic equipment. Assessment of fines for missing and damaged equipment.

Community Relations

13. Assist the Athletic Director articulating the district's mission and goals in the area of athletics to community and solicit its support in realizing mission.
14. Use appropriate and effective techniques to encourage community and parent involvement.
15. Support athletic booster club activities.

Ensures that all actions are in concert with the Board policies as well as the mission statement, beliefs, objectives and parameters found in the Board's strategic plan.

NON- ESSENTIAL DUTIES AND RESPONSIBILITIES:

Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.

Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

MINIMUM QUALIFICATIONS:

High School Diploma or GED required.

EDUCATION/TRAINING:

BA and/or teaching certification is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Coaching and athletic experience is preferred.

LENGTH OF WORK:

Fall, Winter or Spring season.

WORKING CONDITIONS:

Moderate in-district travel as well as intermittent in-state and out-of-state travel.
Intermittent prolonged and irregular hours of work.

OTHER:

This job description describes duties and responsibilities which are representative of the nature and level of work assigned to the position. The identified duties and responsibilities are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

The job description does not constitute an employment agreement between the school district and employee and is subject to change by the school district as the needs of the school district and requirements of the job change.

Approved

Date