



TITLE: ATHLETIC DIRECTOR

DEPARTMENT: Secondary

TITLE OF SUPERVISOR: Principal

SUPERVISES: Coaches/Assistant Coaches

QUALIFICATIONS: Holds a valid teaching certificate.
Has coaching experience.

TERMS OF EMPLOYMENT: The work year is nine and one-half months. Salary to be in accordance with current schedule.

GENERAL RESPONSIBILITIES: Provides each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

EVALUATION: The performance of this job will be evaluated by the Principal.

DESCRIPTION OF DUTIES:

1. Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic, for the school.
2. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
5. Assumes responsibility of officials, team physicians, and security as required, and the a share of the supervision of home games.

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6. Arranges transportation for athletic contest participants.
7. Arranges provisions for meals for athletes and coaches for out-of-town games, as appropriate.
8. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
9. Assists in establishing the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility in accordance with Mississippi High School Activities Association's regulations.
10. Assists in the preparation and administration of the athletic program budget.
11. Requisitions, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.
12. Supervises the cleaning, storage, and care of all athletic equipment.
13. Arranges all details of visiting teams' needs, including lodging, meals, towels, gymnasium services, and field assistance, as appropriate.
14. Assists in arranging the practice schedules for the coaches on the fields and in the gymnasiums.
15. Provides for the physical examination of all athletes prior to the beginning of each season.
16. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
17. Keeps records of the results of all athletic contests and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
18. Directs an in school, extracurricular program designed to foster support for the athletic teams and school spirit among nonparticipants.
19. Plans and supervises an annual recognition program for school athletes.
20. Assumes responsibility for seeing that athletes get to and from athletic activities, safely.
21. Provides the upkeep and maintenance of athletic facilities for all sports.