

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## **JOB DESCRIPTION**

**TITLE:** Assistant Athletic Director

**QUALIFICATIONS:**

- Valid teacher certification
- Administrative certification
- Good physical condition with the ability to lift 10 pounds

**REPORTS TO:** Athletic Director and principals of area schools

**SUPERVISES:** Coaches and Assistant Coaches

**JOB GOAL:** To provide 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

**PERFORMANCE RESPONSIBILITIES:**

- Organize and administer the overall program of extracurricular athletics, both intramural and interscholastic for area
- Provide leadership in the selection, assignment, and evaluation of athletic coaches and athletic staff members
- Foster good school-community relations by keeping the community aware of and responsive to the athletic program
- Assume responsibility for the organization and scheduling of all interscholastic athletic events
- Assume responsibility of officials, team physicians, and security
- Assume general responsibility for the proper supervision of home games
- Arrange transportation for athletic contest participants
- Arrange provision for meals for athletes and coaches for out-of-town games, as appropriate
- Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities
- Assist in establishing the physical and academic requirements of eligibility for participation in each sport, and verify each athlete's eligibility in accordance with Mississippi High School Activities Association's regulations
- Assist in the preparation and administration of the athletic program budget
- Requisition in cooperation with approval of the principal and/or appropriate staff members supplies, uniforms, and equipment for athletic programs

- Make certain monies are available and there is no splitting of purchase orders
- Supervise the cleaning, storage, and care of all athletic equipment
- Arrange all details of visiting teams' needs: lodging, meals, towels, gymnasium services, and field assistance, as appropriate
- Make all necessary arrangements for the use of non-school playing fields and facilities
- Arrange the practice schedule for the coaches on the fields and in the gymnasiums
- Provide for the physical examination of all athletes prior to the beginning of each session
- Administer the insurance program covering school athletes and assume responsibility for all processing of reports and claims
- Keep records of the results of all senior high school athletic contests and maintain a record file of all award winners, stating the date and type of the award, including scholarship
- Direct an in-school, extracurricular program designed to foster support for the athletic teams and school spirit among nonparticipants
- Plan and supervise an annual recognition program for area athletes
- Provide the upkeep and maintenance of athletic facilities for all sports
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)