

**South Tippah School District
Athletic Director
Job Description**

Qualifications: (This position may be filled by the following)

1. Principal of the High School
2. Varsity Head Football Coach
3. Head Coach of another Varsity Sport as Recommended by the Principal
4. Such alternative to the above as the Board may find appropriate and acceptable

Reports To:

Principal of the High School

Personnel Reporting To This Position:

Assistant Athletic Director(s)

Job Goal:

To implement and administer all athletic activities at the school

Areas of Responsibility:

1. Public Relations
2. Budgeting and Purchasing
3. Athletic Facilities
4. Athletic Equipment
5. Oversee all athletic programs
6. Organization of ticket sales and gate receipts collections and reconciliation for all athletic events

Job Duties:

1. Oversee the preparation of game fields for all games and assign duties to complete such preparation
2. Secure officials for all athletic contests and confirm one day prior to game
3. Supervise scheduling of all athletic contests
4. Assist principals in supervising athletic contests
5. Arrange for ticket sales and for the collection and reconciliation of gate receipts for all athletic events
6. Submit to the Principal requisitions for purchase of equipment and supplies
7. Arrange transportation to athletic events
8. Arrange physicals for athletes as well as maintaining records as pertaining to athletic physicals, Waiver and Consent Form and Student Drug Testing Policy Forms
9. Arrange for all students participating in athletics to have insurance through the school or have a parent release form
10. Send eligibility forms on all athletes to Mississippi High School Activities Association; Coaches of the different sports will assist the Director of Athletics in completing eligibility forms as requested
11. To perform such other duties as may be assigned by the Principal
12. Evaluate all varsity head coaches in conjunction with the Principal
13. Any other duties deemed appropriate by the Principal/Superintendent

Terms of Employment:

Salary and work year to be established by Board policy and salary schedule

Evaluation:

Performance in this position will be evaluated annually, by the Principal. In the event the Athletic Director is the Principal, the Superintendent will conduct the evaluation.

Approved by: _____ **Date:** _____

Agreed to by: _____ **Date:** _____