CLARKSDALE MUNICIPAL SCHOOL DISTRICT
ATHLETIC DIRECTOR

JOB DESCRIPTION

QUALIFICATIONS:

(1) Bachelor's degree from an accredited educational institution
(2) Valid Mississippi teacher certification.
(3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in organization, leadership and communication. Ability to communicate effectively both orally and in writing. Ability to use current technology to maintain records and obtain data. Ability to prepare and manage a budget. Skill in personnel management, interaction, supervision techniques, coaching, evaluation procedures and conflict resolution. Ability to supervise, evaluate, and assist in the selection of the coaching staff. Ability to encourage and facilitate professional growth of staff. Ability to provide exceptional customer service. Ability to read and interpret applicable laws, policies and procedures. Knowledge of current student assessment and accountability instruments.

REPORTS TO:

Superintendent

JOB GOAL

To coordinate the athletic programs and to assist in providing the best environment for the growth of the students in extracurricular programs.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Instructional Program Leadership/Development

1. Provide leadership and supervision for student achievement.
2. Promote high student achievement.
3. Coordinate the interscholastic athletic programs for the students in the high school.
4. Coordinate athletic program planning including eligibility issues, scheduling, and discipline matters.
5. Monitor and maintain gender equity.
6. Coordinate all the extracurricular activities and calendars at the high school.
7. Coordinate program planning with instructional staff at assigned school.

ATHLETIC DIRECTOR (Continued)

Personnel Action Services

8. Annually review the *Code of Student Conduct* and district and policies with coaching staff.
9. Ensure that all athletic coaches are encouraging and enforcing the state and district requirements for grade point averages and student eligibility.
10. Ensure that individual coaches are responsible for all equipment and uniforms charged to his/her care.
11. Assist the principal in making recommendations for appointments, assignments, promotions, transfers and dismissal of personnel.
12. Promote the recruitment and retention of qualified coaches for all athletic programs.
13. Assist all coaches and teams including schedules, finances, equipment, travel, eligibility and insurance.
14. Manage and administer personnel development through training, inservice and other developmental activities.
15. Provide training opportunities and feedback to personnel at the assigned school.
16. Encourage and monitor the attendance of coaches at local and statewide clinics and staff development activities.

School Operations/Delivery Systems

17. Approve and monitor athletic budgets.
18. Supervise the development of specifications for the purchase of school athletic equipment.
19. Supervise the purchase, inventory, warehousing, and distribution of athletic equipment.
20. Recommend approval for fundraising requests.
21. Coordinate facility usage for all special events during the school year.
22. Prepare a schedule of athletic events and make appropriate assignments.
23. Inspect, review, and supervise the use of athletic facilities and the policies governing maintenance, repair, and service of district owned equipment.
24. Implement School Board policies, state statutes, federal regulations and Mississippi High School Activities Association (MSHAA) rules as they pertain to the assigned school.
25. Supervise the preparation and maintenance of accurate and timely reports and records.
26. Secure all information for press releases from the principal and conduct all press conferences as designated by the principal.
27. Establish and maintain a cooperative working relationship with local recreation organizations.
28. Maintain a cooperative working relationship with colleges and universities recruiting high school athletes.
29. Serve as a liaison for the athletic programs with the faculty and staff of all schools within the district.

Student Support Services

30. Arrange all home athletic events, including hiring of game personnel and providing tickets, money and security.
31. Establish policies for awards programs.
32. Work with coaches and counselors on academic scholarships and awards for athletes.
33. Plan all athletic banquets, including issuing of letters and awards.

34. Arrange for transportation for all athletic events.
35. Supervise students as assigned.
36. Maintain visibility and accessibility on the school campus.
37. Coordinate the athletic insurance and physical examination programs for participants.
38. Confer with students, parents and teachers to resolve problems, facilitate learning and promote participation in school activities.
39. Serve as a mediator between players/parents/coaches when conflicts arise.

Personal/Professional Employee Qualities

40. Serve as liaison with Mississippi High School Activities Association.
41. Prepare records, reports and publications and coordinate as necessary with intra - school, inter - school and district staffs.
42. Model effective listening and positive interaction skills.
43. Maintain and model high standards of professional conduct.
44. Set high goals and standards for self, others and the organization.

Leadership

45. Actively participate in school improvement and school site safety plan development.
46. Interpret and enforce bylaws and policies of Mississippi High School Activities Association.
47. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
48. Anticipate problems and difficult situations and plan appropriately to handle them.
49. Establish positive public relations for the athletic programs.
50. Promote and market the school and its accomplishments.

Perform other tasks consistent with the goals and objectives of this position.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.