



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: [Athletic Director](#)

Position Type: Exempt

Reports To: Superintendent and/or Designee.

Supervises: Athletic Coaches, Sponsors, and Students (K-12)

Primary Function: To provide leadership, organization, and supervision to all athletic and extra-curricular activities and programs in the school district. In addition, to provide support and leadership to the overall academic program and mission of the District.

Minimum Qualifications:

- A Master’s Degree (AA) or higher.
- Holds a valid Mississippi Educator’s License with proper endorsement.
- Documented experience as a supervisor of athletic programs and/or as Director of Athletics.
- Understanding and knowledge of extra-curricular activities and sports programs with emphasis on athletic administration.
- Ability to work in a highly competitive area and build strong, viable extra-curricular activity programs in the school district.
- Documented school administration experience. (Preferred)

The Columbus Municipal School District provides extra-curricular activities and programs in accordance with all rules, policies, and procedures established by the National Federation, Mississippi High School Athletic Association (MHSAA), and Mississippi State Department of Education. The following general and specific job functions support this statement.

Major Duties and Responsibilities:

01. Evaluates job performance of all head coaches and/or sponsors in the district, with annual written evaluations submitted to the Superintendent and/or Designee, using documentation as an accurate instrument in the evaluation.
02. Coordinates and supervises scheduling of all athletic activities.
03. Ensures all events are coordinated and supervised by appropriate administrators.
04. Provides leadership for organization and development of the district-wide athletic program as it is impacted by the Mississippi High School Activities Association and District policy.

05. Demonstrates a high degree of ethics, professionalism, human relations, and be a positive role model for all students.
06. Promotes and encourages student participation in all sports.
07. Fosters good school/community relations by keeping the community aware of and responsive to the district's overall athletic program; coordinates information for the media/press through the Public Information Officer.
08. Plan arrangements for non-school use of playing fields and facilities.
09. Supervises the implementation of the Mississippi High School Activities Association rules and regulations within the District.
10. Manages all athletic financial affairs and works with the Superintendent and/or Designee, District Business Manager, Principals, and other coaches in such matters.
11. Prepares and maintains a master sport calendar, working with coaches and administrators to minimize conflicts, communicating these dates throughout the district and community.
12. Plans and supervises an annual recognition program for school athletes.
13. Monitors the athletic program to ensure compliance with Title IX.
14. Assumes responsibility for the organization and scheduling of all inter-scholastic athletic events including the assignment of officials, team physicians, security, etc. to games and events and assumes general responsibility for the proper supervision and safety of those in attendance at home games.
15. Supervises all ticket sales and fundraising events of athletic programs.
16. Arranges transportation for athletic contest participants or delegates the responsibility to the head coach.
17. Compiles statistical records and season results for District games.
18. Certifies to the principal, the students eligible and qualified to participate in a sport in accordance with the appropriate regulating organization or agency.
19. Investigates all allegations of infractions of activity and athletic rules and regulations, securing information from those involved and recommends to the Superintendent, or their designee, appropriate action based on findings of investigations.
20. Coordinates the upkeep of buildings and grounds related to athletics and delegates responsibility of staff members, custodians, and others in this regard. Will work with the Maintenance Director, Superintendent and/or Designee on facility planning and five-year facility plans.
21. Ensures home athletic venues are prepared for home-hosted events and delegates responsibility of staff members, custodians, and others in this regard.
22. Evaluates all athletic programs on an annual basis; makes recommendations for improvement to the Superintendent and building administrators.
23. Provides in-service coaching staff as needed and encourages coaches to attend clinics. Attends MHSAA clinics, meetings, etc. Participates in state athletic directors' associations/organizations, such as MAC, MAAA, etc.

24. Completes an evaluation form and holds a conference with all coaches within three (3) weeks after the conclusion of their sport season.
25. Provides guidance for and collaborates with all athletic booster clubs.
26. Organizes a program that monitors and supports the academic performance of all students involved in athletic programs and activities.
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28. Formulates and administers an inventory system for fixed assets/equipment of athletic programs.
29. Establishes an atmosphere that ensures open lines of communication through regular coaches' meeting as well as meetings with selected school and community groups.
30. Alerts the Superintendent and/or Designee to any suspicious activity immediately upon discovery.
31. Specific job functions include:
 - a. Serves as the liaison between the school and the respective sports booster clubs.
 - b. Organizes in-service training programs for high school and middle school.
 - c. Prepares and assists in the administration of athletic budget and coaching supplies.
 - d. Process bills, game gratuities, travel, and meal expenses and legitimate reimbursements for athletic events to accounting office; oversees scheduling of necessary travel and meal arrangements for athletic teams in the school district.
 - e. Prepares for home athletic contests for all schools, to include financial arrangements, assignment of field force, necessary maintenance, and promotion of activity.
 - f. Assists in formulating bid specifications.
 - g. Prepares bids in cooperation with the District Business Manager for equipment, supplies, uniforms, and athletic programs.
 - h. Ensures that all facilities are kept clean, submits requests for repair or improvement of facilities; arrange details of visiting teams' needs; makes necessary arrangements for use of non-school playing fields and facilities.
 - i. Coordinates sale of individual tickets for all games.
 - j. Meets periodically with high school and middle school personnel to inform them of guidelines related to the overall programs; meets with other high school and middle school coaches to coordinate athletic programs.
 - k. Determines and monitors eligibility of each athlete prior to participation in practice, game situation, or any organized activity in that sport.
 - l. Ensures that medical screening for each student athlete has been provided prior to participation in any practice or game.
 - m. Informs all coaches of rules and regulations pertaining to the conduct of the athletics program, i.e., handbook, in-service programs, and updates, ensuring they are thoroughly understood.

- n. Develops a procedure to notify parents and student athletes of rules and regulations that apply to participation.
 - o. Enforces rules and regulations with established actions and penalties that are clearly stated and given to parents, student athletes, and coaches.
 - p. Coordinates with school district security to provide security and parking at athletic events.
 - q. Arranges field and gym practice schedules.
 - r. Administers the insurance program covering school athletes and assumes responsibility for all processing of reports and claims.
 - s. Keeps records of the results of all junior and senior high school athletic contests and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
 - t. Plans and supervises an annual recognition program for school athletes.
 - u. Performs other such duties and responsibilities as may be assigned.
32. Supervise, develop, and implement a plan to inventory all athletic equipment and uniforms.
33. Performs additional duties as assigned and directed by the Superintendent and/or Designee.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 34

Received by: _____

Date: _____

Applications can be accessed online at www.columbuscityschools.org. Click on Menu, then select Job Openings. For questions, please call 662-241-7400.