



EXECUTIVE DIRECTOR OF DISTRICT ATHLETICS

QUALIFICATIONS

Possess a valid state certificate endorsed in school administration (Mississippi Certification Code 486) required

5 Years of Athletic Administration preferred

REPORTS TO

Chief Academic Officer

SUPERVISES

Special Assignment Teachers/Athletics and Paraprofessional staff members

JOB GOAL

Plans, develops, directs, implements and monitors the policies, budget, and scheduling for athletic programs for the district. Fosters partnership development and encourages student academic achievement. Broadly and consistently promotes district and school programming, as well as scholar performance.

ESSENTIAL FUNCTIONS

- Provides senior leadership for all aspects of the interscholastic athletic programs of the district (including staffing, safety, scheduling, budgeting, equipment, data gathering, etc.)
- Prepares and recommends a budget for the Jackson Public School District Athletic Program
- Serves as the district representative to the Mississippi High School Activities Association (MHSAA), and other relevant state/regional associations and conferences
- Ensures that specifications for athletic equipment and supplies are prepared
- Supervises all organizations and sponsors regulated by MHSAA
- Ensures that informational files and inventories of district athletic equipment are maintained
- Provides the necessary supportive personnel and arranges for facilities for interscholastic athletic events
- Maintains eligibility rosters for all schools and a system-wide ineligibility file
- In conformance with district policies, authorizes athletic trips and provides transportation for participation
- Coordinates the release of sports news items with the executive director of public relations
- Establishes and maintains productive working relationships with sports media
- Makes the necessary provisions for securing and presenting the appropriate awards
- Supports principals in recruitment, selection, training, supervision, and evaluation of athletic personnel

- Responsible for the fiscal accounting of all gate receipts of athletic events held in the district
- Responsible for the district's compliance of Title IX guidelines
- Collaborates with middle and high school principals to fulfill all eligibility requirements for all sports participants
- Manages the distribution of student accident envelopes, forms and related materials to all principals. Files accident reports on all athletes and assists principals in filing reports on all covered students and teachers if an accident occurs at school
- Monitors and ensures that all student athletes maintain a "C" average or above
- Ensures that all middle and high school sports participants have physical examinations
- Produces a program for high school football games and holiday basketball tournament
- Directs maintenance care for all athletic facilities
- Directs home track events
- Ensures timely payment for all officials, police and others hired for home games
- Advises district leadership regarding contracts related to athletics (including concession rights, services, etc.)
- Performs other related duties as assigned

EVALUATION

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

SALARY INFORMATION

Classification:	Executive Director, Athletics
Scale:	Administrative Salary Scale
Grade:	M
Days Employed:	246 per school year
Range:	\$87,200.00 - \$120,000.00
Overtime:	Exempt

CODES

MS Personnel/Accreditation Data:	511008 (Director – Athletics)
JPSD Job Position Title:	C1731