

**STARKVILLE OKTIBBEHA CONSOLIDATED SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** \_\_\_\_\_ District Athletic Director \_\_\_\_\_

**REPORTS TO:** \_\_\_\_\_ Superintendent or designee \_\_\_\_\_

**LENGTH OF CONTRACT OR WORK YEAR:** \_\_\_\_\_ 12 months (240 days) \_\_\_\_\_

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**SPECIFIC JOB RESPONSIBILITIES:**

1. 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.
2. Demonstrate a high degree of ethic, professionalism, human relations and be a positive role model for all students.
3. Develops and maintains Athletics Handbook.
4. Promotes and encourages student participation in all sports.
5. Provides the leadership in the selection, assignments, supervision and evaluation of athletic coaches.
6. 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.
7. Makes arrangements for non-school use of playing fields and facilities.
8. Supervises the implementation of the Mississippi High School Activities Association rules and regulations within the Starkville Oktibbeha School District.
9. Manages all athletic financial affairs and works with the superintendent, principals and other coaches in such matters.
10. Prepares and maintains a master sports calendar, working with coaches and administrators to minimize conflicts; communicate these dates throughout the district.
11. Plans and supervises an annual recognition program for school athletes.
12. Monitors the athletic program to ensure compliance with Title IX.
13. 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 home games.
14. Supervises all ticket sales and fundraising events of athletic programs.
15. Arranges transportation for athletic contest participants or delegates the responsibility to the assistant athletic director or head coach.
16. Compiles statistical records and season results for Starkville Oktibbeha School District games.
17. Certifies to the principal, the students eligible and qualified to participate in a sport in accordance with the appropriate regulating organization or agency.
18. Investigates all allegations of infractions of activity and athletic rules and regulations, securing information from those involved and recommends to the Superintendent appropriate action based on findings of investigation.
19. Coordinates the upkeep of buildings and grounds related to athletics and delegates responsibility of staff members, janitors and others in this regard. Will work with superintendent on facility planning and five-year facility plans.
20. Ensures home athletic venues are prepared for home-hosted events and delegates responsibility of staff members, janitors and others in this regard.

21. Evaluates all athletic programs on an annual basis; makes recommendations for improvement to the superintendent and building administrators.
22. Provides for in-service of coaching staff as needed and encourages coaches to attend clinics; attends MHSAA clinics, meetings, etc.; participates in state athletic directors' associations/organizations (MAC, MAAA).
23. Completes an evaluation form and holds a conference with all coaches within three weeks after the conclusion of their sport season.
24. Provides guidance for and collaborates with all athletic Booster Clubs.
25. Provides a channel through which students, coaches, parents and the community may express their concerns about an athletic program including scheduling/participation disputes between coaches when students are a part of multiple teams or programs.
26. Oversight of Physical Education programs and Professional Development for PE instructors.
27. Performs other duties as assigned by the Superintendent.

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**MINIMUM QUALIFICATIONS:**

1. Valid Mississippi educator license.
2. Master's degree or higher with an endorsement in administration or supervision.
3. Successful coaching/supervisory experience in athletics.
4. Demonstrated ability to work with principals, coaches, game officials, booster clubs and community groups.
5. Ability to organize and manage programs of athletics as an integral part of the total educational program of the district.

**DESIRABLE QUALIFICATIONS:**

1. Successful experience as an athletic director/administrator.

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Approved by Board of Trustees: \_\_\_\_\_ April 9, 2019 \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_