

**South Tippah School District
Assistant Athletic Director (High School)
Job Description**

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

1. Head Coach in any Varsity sport that is not the Athletic Director
2. Assistant Coach of any Varsity sport if recommended by the Director of Athletics and the High School Principal
3. Any other school personnel with a Bachelors Degree in Education and who holds a valid Mississippi teaching certificate and who is recommended by the Athletic Director and the High School Principal
4. Such alternative to the above as the Board may find appropriate and acceptable

Reports To:

Director of Athletics

Job Goal:

To assist the Athletic Director in implementing and administering all athletic activities at the School

Areas of Responsibility:

1. Public Relations
2. Budgeting and Purchasing
3. Athletic Facilities
4. Athletic Equipment
5. Assist in overseeing all athletic programs
6. Assist in organization of ticket sales and gate receipts collections and reconciliation for all athletic events
7. Any other duties as assigned by the Athletic Director or Principal

Job Duties:

1. Assist the Director of Athletics in overseeing the preparation of game fields for all games and to assist in the completion of such preparation
2. Assist the Director of Athletics in securing officials for all athletic contests and in confirming one day prior to game
3. Assist the Director of Athletics in supervising of scheduling of all athletic contests
4. Assist the Athletic Director and Principals in supervising athletic contests
5. Assist the Director of Athletics in arranging for ticket sales and for the collection and reconciliation of gate receipts for all athletic events
6. Submit to the Principal for purchase of equipment and supplies at the direction of the Athletic Director
7. Assist the Athletic Director in arranging transportation to athletic events
8. Assist the Athletic Director in arranging physicals for athletes, as well as maintaining records as pertaining to athletic physicals, Waiver and Consent Form and Student Drug Testing Policy Forms
9. Assist the Athletic Director in checking grades as required by MHSAA and also assist in sending 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
10. To perform such other duties as may be assigned by the Athletic Director or Principal

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 with consultation of Athletic Director.

Approved by: _____ Date: _____

Agreed to by: _____ Date: _____