

Tupelo Public School District

	FLSA STATUS:	Exempt
JOB TITLE:	Assistant Athletics Director	
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Mississippi Educator License 2. BA or BS degree in physical education or MA degree in administration 3. Such alternatives to the above qualifications as the board may find appropriate and acceptable. 	
REPORTS TO:	Athletics Director and person designated by the Board or the superintendent.	
JOB GOAL:	To provide each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.	

PERFORMANCE RESPONSIBILITIES:

1. Assists the athletics director with organization and administration of the overall program of extracurricular athletics, both intramural and interscholastic, for the district.
2. Provides leadership input in the selection, assignment, and evaluation of coaches of athletics and staff members.
3. Fosters good school-community relations by keeping the community aware of and responsive to the athletics program.
4. Assists with the organization and scheduling of all interscholastic athletic events.
5. Provides input with securing the services officials, team physicians, and policemen as required, and assumes responsibility for the proper supervision of home games as assigned by the athletics director.
6. Assists with transportation arrangements for athletic contest participants.
7. As designated by the athletics director, arranges provision for meals for athletes and coaches when opponent is 60 miles or more from a district boundary line.
8. Assists with the development of appropriate rules and regulations governing the conduct of athletic activities.
9. Works together with the athletics director to verify each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport.
10. Assists with the preparation and administration of the athletic program budget.
11. As assigned by the athletics director, requisitions program supplies and equipment.
12. Supervises ticket sales and fund-raising events of the assigned athletic programs, and assists with proper handling of funds.
13. Assists with the arrangements and details of visiting teams' needs, including lodging, meals, towels, gymnasium services, and field assistance, as appropriate.
14. Shares input with making arrangements for non-school use of playing fields and facilities.
15. Assists with the arrangement of field and gym practices schedules.
16. Provides for the physical examination of all athletes prior to the beginning of each season.
17. Assists with the administration of the insurance program covering school athletes, and provides assigned responsibility for processing of reports and claims.
18. Assists with the records of the results of all junior and senior high school athletic contests, and with maintaining a record file of all award winners, stating the date and type of award, including athletic scholarships.

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19. Assists with the extracurricular program designed to foster support for the athletic teams and school spirit among non-participants.
20. Provides input and assistance with plans and supervision of annual recognition programs for school athletes.

PHYSICAL DEMANDS:

The employee is frequently required to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; and to talk or to hear. The employee must squat, stoop, kneel, reach above the head, and reach forward. The employee continuously uses hand strength to grasp items during the day.

The employee must frequently lift and/or move up to fifty pounds. Occasionally, the employee will lift and/or move up to ninety pounds. Additionally, the employee, while performing the duties of this job, will regularly work indoors and will occasionally work outdoors. The employee may also work at times with caustic chemicals such as petroleum products, degreasers, sprays, and non-household item dust. The noise level of the work environment is usually moderate, but on rare occasions the employee will work in a loud area.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved By:		Date:	
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