

**GULFPORT SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** Athletic Coordinator

Board approved July 15, 2013

**QUALIFICATIONS:**

1. **Proper** certification by the State Department of Education; such other qualifications as may be set by Board of Trustees
2. Experience as a head coach is preferred
3. Ability to work with principals, athletic directors, game officials, the community, and other groups
4. Ability to organize and manage programs of athletics as an integral part of the total education program of the district
5. Ability to work with all coaches and assist where possible; ability to evaluate the coaches and make recommendations to the principals

**REPORTS TO:** Superintendent

**SUPERVISES:** Assistant Athletic Coordinator  
Athletic coaches (7-12)  
Athletic department secretary

**JOB GOAL:**

The Athletic Coordinator's goals are to provide leadership, organization, and supervision for all athletic/activity programs in the school district.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Serves as chief coordinator of all athletic programs of the District; works with administrators in selection and assignment of coaches and athletic staff
2. Evaluates job performance of all head coaches/sponsors in the district with annual written evaluations submitted to principal or his/her designee using documentation as an accurate instrument in evaluation
3. Coordinates and supervises the scheduling of all athletic events
4. Serves as the liaison between all athletic programs and their respective booster clubs
5. Helps organize in-service training programs for high school and middle school athletic staffs
6. Promotes athletic programs in the community and prepares information for release to the public regarding individual sports
7. Prepares and assists in the administration of athletic budget and coaching supplies; processing bills, game gratuities, travel and meal expenses, and legitimate reimbursements for athletic events to accounting office; schedules necessary travel and meal arrangements for athletic teams in the school district
8. Formulates and administers an athletic inventory system

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9. Provides for staging home athletic contests for all schools, to include financial arrangements, assignment of field force, necessary maintenance, and promotion of activity
10. Assists in formulation bid specifications
11. Prepares bids in cooperation with Chief Financial Officer for equipment, supplies, uniforms, and athletic programs
12. Ensures that all athletic facilities are kept clean and submits requests for repair or improvement of facilities
13. Arranges details of visiting teams' needs and makes necessary arrangements for use of non-school playing fields/facilities
14. Coordinates sale of individual tickets for all games
15. Meets regularly with high school and middle school personnel to inform them of guidelines related to the overall program
16. Meets with other high school and middle school coaches to coordinate athletic programs
17. Determines and monitors eligibility of each athlete prior to participation in any practice or game
18. Ensures that medical screening for each student athlete has been provided prior to participation in any practice game
19. Establishes an atmosphere that ensures open lines of communication through regular coaches meetings as well as meeting with selected school and community groups
20. Establishes open lines of communication with the community that promote and foster understanding, cooperation, and acceptance of the athletic program in the eyes of the community
21. Ensures that all policies and rules of the National Federation, Mississippi High School Activities Association, State Department of Education, and school administration are updated and enforced
22. Informs all coaches of rules and regulations pertaining to conduct of athletics programs (i.e. handbook, in-service programs, and updates) ensuring that they are thoroughly understood
23. Develops a procedure to notify parents and student athletes of rules/regulations that apply to participation
24. Has knowledge of MHSAA regulations and implements them consistently
25. Enforces rules/regulations with established actions/penalties that are clearly stated and given to parents, student athletes, and coaches
26. Coordinates with school district security personnel and the Gulfport Police Department to provide for security and parking at athletic events
27. Performs other duties as assigned

### **TERMS OF EMPLOYMENT:**

235 days annually with salary in accord with the Administrative Salary Schedule as approved by the Board of Trustees

### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provision of Board policy.