George County School District

APPROVED
APR 07 2026
GC SCHOOL BOARD

Athletic Coordinator Job Description

Job Purpose

The Athletic Coordinator provides leadership and administrative oversight for the district's interscholastic athletic programs. This position ensures the effective operation of all athletic activities, promotes a safe and inclusive environment for student-athletes, and maintains compliance with state regulations while supporting the district's overall educational mission.

Knowledge, Skills, and Abilities

Knowledge:

o Thorough understanding of athletic program management, sports regulations, and event coordination.
o Knowledge of Mississippi High School Activities Association (MHSAA) rules and eligibility requirements.
o Familiarity with Title IX compliance and student-athlete safety regulations, including concussion protocols.
o Understanding of budgeting, scheduling, transportation logistics, and auditing procedures related to athletics.
o Knowledge of safety procedures, first aid, and injury prevention in school athletic settings.

Skills:

o Strong organizational and time-management skills.
o Effective verbal and written communication skills for working with administrators, coaches, parents, community members, and media.
o Leadership skills with the ability to motivate and build cohesive teams.
o Proficiency in Microsoft Office and scheduling or athletic management software such as Dragonfly, etc.
o Ability to manage multiple projects and prioritize responsibilities effectively.

Abilities:

o Ability to assess program needs and implement improvements.
o Ability to make sound decisions in high-pressure situations.
o Strong problem-solving and conflict resolution abilities.
o Ability to promote sportsmanship, teamwork, diversity, and inclusivity.
o Ability to work flexible hours, including evenings and weekends, and travel as required.

Minimum Qualifications

• Hold a valid 486 Mississippi Educator License.
• Minimum of five (5) years of successful experience in athletics and education, including coaching or athletic administration.
• Bachelor's degree in Physical Education, Sports Management, Education, or related field (Master's degree preferred).
• Current CPR, AED, and First Aid certification.
• Valid Mississippi driver's license; CDL preferred.
• Must pass criminal background and child abuse registry checks as required by Mississippi law.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Coordinates with Athletic Director on all middle or high school athletic programs to ensure alignment with district goals and regulatory requirements.
- Verifies student-athlete eligibility, including academic and medical requirements, and submits required documentation to governing agencies.
- Supports head and assistant coaches, providing guidance, evaluation, and professional development.
- Assists the Athletic Director and Principal in the recruitment, selection, and recommendation of coaching personnel.
- Ensures facilities and equipment meet safety standards and coordinates preparation of venues for practices and events.
- Assists with game-day operations, including supervision of support personnel and emergency procedures.
- Promotes athletic programs through communication with parents, community organizations, booster clubs, and media outlets.
- Maintains accurate records, reports, and documentation related to athletic programs, compliance, Dragonfly and the district calendar.
- Assists with conflicts and addresses concerns involving athletes, coaches, and parents in a professional manner.
- Stays informed of current trends, best practices, and regulatory updates affecting school athletics.
- Performs additional duties as assigned by the Director of Athletics, Superintendent or Designee.
- Travel to and from meetings, games, and events as required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission

Reports to: Athletic Director and High School Principal

Supervises: Head Coaches, Assistant Coaches & Athletic Support Personnel

Terms of Employment: Contract 200 Days **FLSA Status: Exempt**

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date