



## Director of Athletics and Operations Job Description

### Job Purpose

- Provides district-wide leadership and oversight of all athletic programs and operational services.
- Ensures compliance with athletic regulations while promoting safe, equitable, and competitive programs for students.
- Oversees transportation, safety and security, facility operations, attendance zoning, and emergency response systems to maintain an efficient and secure learning environment.
- Serves as the district's Title IX Coordinator and leads investigations related to staff or program compliance matters.

### Knowledge, Skills and Abilities

- Comprehensive knowledge of athletics administration and Mississippi High School Activities Association (MHSAA) rules, eligibility standards, and compliance requirements.
- Knowledge of Title IX regulations and federal and state laws governing education, transportation, safety, and employment.
- Knowledge of school district operations, including transportation systems, attendance zoning, facility management, and safety protocols.
- Knowledge of crisis management planning, emergency response procedures, and school security systems.
- Ability to supervise and evaluate personnel across multiple departments.
- Ability to manage budgets, purchasing, and financial oversight processes.
- Ability to conduct objective, confidential investigations and maintain detailed documentation.
- Ability to organize, delegate, and manage complex logistical operations including bus routing and facility scheduling.
- Effective written and oral communication skills with the ability to work collaboratively with administrators, staff, students, parents, law enforcement, media, and community stakeholders.
- Proficiency in Google Docs, Sheets, Slides, and related technology systems.
- Ability to engage in self-evaluation and continuous professional growth.

### Minimum Qualifications

- Master's degree or higher in Educational Leadership, Physical Education, or related field.
- Valid Mississippi Administrator License (486).
- Minimum of five (5) years of experience in athletics administration, school leadership, or related educational role.
- Experience in school operations, safety management, or transportation supervision preferred.
- Valid Commercial Driver's License (CDL) preferred.
- Successful completion of required state and federal background checks.

### Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Directs and supervises district athletic programs in coordination with principals and the Superintendent.
- Oversees procurement, inventory, and maintenance of athletic equipment and uniforms in accordance with district policies.

- Oversees the recruitment, selection and recommendation of coaching personnel.
- Evaluates Campus Athletic Coordinators, Transportation Coordinator, and Chief of Campus Police; supports the evaluation of head coaches.
- Ensures compliance with MHSAA rules and regulations, athletic eligibility standards, and required documentation systems.
- Develops and manages athletic budgets, purchasing, and financial accountability measures.
- Coordinates scheduling of athletic events, game officials, ticket sales, awards criteria, and district athletic activities including elementary programs.
- Oversees procurement and supervision of athletic trainers and organization of required student-athlete physical examinations and drug testing programs.
- Supervises and audits booster clubs to ensure compliance with district and state guidelines.
- Oversees the maintenance, scheduling, and community use of all district athletic and school facilities.
- Supervises the Transportation Department, ensuring safe bus routing, vehicle maintenance, and regulatory compliance.
- Oversees district-wide safety and security operations, including supervision of campus police and implementation of crisis management plans.
- Serves as the district's Title IX Coordinator, ensuring equity in programs and overseeing grievance procedures and investigations.
- Conducts investigations into staff misconduct as directed by the Superintendent.
- Manages school attendance zones and approves facility use requests.
- Serves on district emergency response teams, including natural disaster and infectious disease task forces; monitors weather conditions and coordinates response efforts.
- Maintains effective communication with media, community members, and stakeholders regarding district athletics and operations.
- Travels to meetings and district events as required.
- Performs any and all job duties assigned by the Superintendent.
- Supports the George County School District Core Beliefs and Mission

**Reports to:** Superintendent

**Supervises:** Campus Athletic Coordinators, Transportation Coordinator, Chief of Campus Police

**Terms of Employment:** Contract 240 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 intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

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