



**MISSISSINEWA COMMUNITY SCHOOLS**  
**Mississinewa High School**  
**Athletic Director**

**Job Description:**

To administer the Mississinewa High School (MHS) interscholastic athletic programs.

**Responsibilities:**

1. Acts as immediate supervisor and evaluator of all Mississinewa High School coaches
2. Selects athletic staff
3. Administers and schedules all aspects of the interscholastic athletic program including budget and parent/coaches' handbook
  - a. Behavior, attendance, grades of athletes
  - b. Professionalism
  - c. Appearance of team and coaching staff
  - d. Practice and Game schedules
  - e. Social Media
  - f. Public Relations (banners)
  - g. Youth and camp procedures and expectations
  - h. Physicals and Final Form Expectations
4. Coordinates and directs adult booster club activities including all fundraising
5. Ensures compliance with all I.H.S.A.A. rules and regulations delegated by the principal
6. Develops a record book for each varsity sport
7. Aligns the high school and junior high schools' athletic programs jointly with the 7<sup>th</sup> and 8<sup>th</sup> grade athletic director(s)
8. Develops a schedule with band/cheerleaders for home events
9. Supervises extra-curricular activities
10. Oversees the athletic department budget for repair and replacement of equipment in conjunction with the principal
11. Work with maintenance and coaches to make sure all facilities are well maintained, clean, and organized including playing facilities, concession stands, and storage areas; he/she should communicate his/her vision and needs with MHS maintenance and coaches so they can address specific needs as they arise
12. Performs other tasks and assumes such other duties as the Superintendent or his or her designee may assign

*It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)*