



BOARD APPROVED
06.01.2021
YAZOO COUNTY SCHOOL DISTRICT

YAZOO COUNTY SCHOOL DISTRICT
Director of Athletics, Transportation, and Safety
JOB DESCRIPTION

- POSITION TITLE:** Director of Athletics and Transportation
- TITLE OF SUPERVISOR:** Superintendent/Assistant Superintendent
- SUPERVISES:** Coaches/Assistant Coaches
- SALARY:** Salary is reflective of the Yazoo County School District salary schedule.
- QUALIFICATIONS:**
- (1) Experience as a Coach in a 7-12 and/or Collegiate Level;
 - (2) Completion of an approved master's, specialist, or doctoral degree in educational administration/leadership from a state approved or regionally/nationally accredited institution of higher learning; and
 - (3) A valid Mississippi Teacher License with a School Administrator endorsement

GENERAL ROLES AND RESPONSIBILITIES:

Athletic Director: As the athletic director for the YCS D, this position provides 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.

Transportation Director: As the transportation for the YCS D, this position ensures that the contracts between the district and the transportation provider are in place and supervises the program to ensure students are transported to and from school in the most efficient and safe manner.

Safety Director: As the safety director for the YCS D, this position supervises and leads in the planning and enacting of the District Safety Plan and coordinates with district members to maximize the efficiency and effectiveness of school safety.

SPECIFIC JOB DESCRIPTION OF DUTIES AND RESPONSIBILITIES OF ATHLETIC DIRECTOR:

- (1) Organizes and administers the overall program of extracurricular athletics both intramural and interscholastic for the school;
- (2) Provides necessary training for assessments to appropriate personnel;
- (3) Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members;

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- (4) Fosters good school-community relations by keeping the community aware of and responsive to the athletic program;
- (5) Assumes responsibility for the organization and scheduling of all interscholastic athletics events;
- (6) Assumes responsibility of officials, and security as required, and a share of the supervision of home games;
- (7) Arranges transportation of athletic contest participants;
- (8) Arranges provisions for meals for athletes and coaches for out-of-town games, as appropriate when necessary;
- (9) Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities;
- (10) Assists in establishing the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility in accordance with Mississippi High School Activities Association's regulations;
- (11) Assists in the preparation and administration of the athletic program budget;
- (12) Requisitions, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs;
- (13) Supervises the cleaning, storage, and care of all athletic equipment;
- (14) Arranges all details of visiting teams' needs;
- (15) Assists in arranging the practice schedules for the coaches on the fields and in the gymnasium;
- (16) Provides for the physical examination of all athletes prior to the beginning of each season;
- (17) Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims;
- (18) Keeps records of the results of all athletic contests and maintains a record file of all award winners, stating the date and type of award including athletic scholarships;
- (19) Plans and supervises an annual recognition program for school athletes;
- (20) Assumes responsibility for seeing that athletes get to and from athletic activities safely;
- (21) Provides the upkeep and maintenance of athletic facilities for all sports; and
- (22) Performs other duties as assigned by the superintendent in this job capacity.

SPECIFIC JOB DESCRIPTION OF DUTIES AND RESPONSIBILITIES OF TRANSPORTATION DIRECTOR:

- (1) Coordinates the terms of the transportation contract with the current vendor;
- (2) Secures fuel contracts and recommends appropriate purchases of fuel;
- (3) Investigates scenarios, situations, and concerns of parents regarding their student(s) on the bus; and
- (4) Performs other duties assigned by the superintendent.

SPECIFIC JOB DESCRIPTION OF DUTIES AND RESPONSIBILITIES OF SAFETY DIRECTOR:

- (1) Assumes responsibility for implementation of the district's security plan and security related policies and regulations;
- (2) Evaluates the district's security program on a continuing basis and recommends changes as necessary;
- (3) Prepares and administers the security department budget;
- (4) Consults with district administration on the placement, use, and maintenance of school electronic security equipment including ensuring appropriately posted notices;
- (5) Coordinates, and in consultation with the custodian of records, oversees the retention, storage, security and disposal of recorded footage and ensures appropriate access and use of recorded footage;

- (6) In conjunction with administrators and faculty members, coordinates the development of school safety plans that would help direct emergency responses;
- (7) Establishes and maintains a district Safety program, including:
 - a. Appropriate lighting and signage;
 - b. Building safety systems;
 - c. Building surveillance systems;
 - d. Equipment identification procedures;
 - e. Student and personnel identification procedures;
 - f. Visitor registration and identification procedures;
 - g. Emergency plans for evacuations, lock downs, and other crisis;
 - h. Safety staff orientation and training programs;
 - i. Effective and efficient deployment of safety personnel; and
 - j. Coordination of services with local, State and Federal Law enforcement and emergency agencies
- (8) Collaborates with administrators to recruit, employ, and train safety personnel as required;
- (9) Supervises district law enforcement and safety personnel;
- (10) Prepares and maintains reports on fire drills and security drills;
- (11) Administers the budget for district safety to ensure cost-effective utilization of resources, and
- (12) Performs other duties assigned by the superintendent.

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REVISED AND UPDATED May 20, 2021