Updated 6/28/21

**Title:** **Assistant Athletic Director**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: The stipend is stipulated by the contractual agreement between the Rankin Association of Teachers and the Board of Education of Rankin School District #98.

Job Tasks/Responsibilities:

* Interact positively and professionally with all
* Strive to positively impact the educational environment and education of our students
* Be knowledgeable of all applicable school policies and IESA regulations, requirements, and eligibility standards
* Prepare and coordinate master schedules and contracts for all sports
* Prepare and coordinate schedule of officials and umpires for all sports
* Prepare and coordinate tournaments and IESA events that the school is required to host
* Prepare and coordinate game day personnel and ticket takers
* Prepare and coordinate transportation schedule for away athletic events
* Create each sports team’s official roster
* Assist the Office Team with the certification of sports physicals
* Assist with weekly eligibility checks
* Supervise athletic events throughout the year (approximately 20-25 events)
* All other duties as assigned considered as “other”