**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Assistant Superintendent: Student Services/Maintenance Director

**TITLE OF SUPERVISOR:** Superintendent

**SUPERVISES:** Coaches/Assistant Coaches/Alternative Staff/Maintenance

Staff

**GENERAL RESPONSIBILITIES:**

**Student Services Director:** 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.

Provides leadership in the development, implementation, and evaluation of a specific area for the benefit of the system's educational program

**Maintenance Director**: To provide leadership in overall support of the schools in the areas of operations, transportation, and custodial services.

**SALARY:** Salary is reflective of the Neshoba County School District salary schedule.

**DESCRIPTION OF DUTIES:**

1. Collaborate with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and/or maintaining services or programs, and to identify and assess student needs.
2. Work with district and school personnel to oversee student discipline across the district.
3. Oversee all student discipline hearings. Act as district hearing officer.
4. Oversee the components of NCSD Alternative to provide the needs of students enrolled in such program.
5. Organizes and administers the overall program of extracurricular athletics both intramural and interscholastic for the school.
6. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
7. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
8. Assumes responsibility for the organization and scheduling of all interscholastic athletics events.
9. Assumes responsibility of officials, and security as required, and a share of the supervision of home games.
10. Arranges transportation of athletic contest participants.
11. Arranges provisions for meals for athletes and coaches for out-of-town games, as appropriate.
12. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
13. 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.
14. Assists in the preparation and administration of the athletic program budget.
15. Requisitions, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.
16. Supervises the cleaning, storage, and care of all athletic equipment.
17. Arranges all details of visiting teams' needs.
18. Assists in arranging the practice schedules for the coaches on the fields and in the gymnasium.
19. Provides for the physical examination of all athletes prior to the beginning of each season.
20. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
21. 23. 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.
22. Plans and supervises an annual recognition program for school athletes.
23. Assumes responsibility for seeing that athletes get to and from athletic activities safely.
24. Provides the upkeep and maintenance of athletic facilities for all sports.
25. Maintenance Supervision: Coordinate all maintenance for district (supervise maintenance crew, oversee personnel assignments; coordinate timelines); Develop and oversee annual preventive maintenance schedule for the district
26. Building/Grounds Project Supervision: Plan projects; Develop bid specification; Oversee bid process; Act as district project manager where appropriate; Verify project completion
27. Budgeting: Work with the Superintendent and Business Administrator to develop capital outlay budget; Plan projects in a manner to best use time, personnel, and resources.
28. Performs other duties as assigned by supervisor.

Revised 9/12/2023