



HATTIESBURG

PUBLIC SCHOOL DISTRICT

The Hattiesburg Public School District is currently accepting applications for the follow positions:

Director of Student Services

Serves as chief administrator of all athletic programs of the District; works with administrators in selection and assignment of coaches and athletic staff. Evaluates job performance of all head coaches/sponsors in the district with annual written evaluations submitted to principal or his/her designee using documentation as an accurate instrument in evaluation.. Coordinates and supervises the scheduling of all athletic events in conjunction with building administrators. Serves as the liaison between the athletic programs and Hattiesburg Athletic Booster Club, Hattiesburg City Parks and Recreation, and other related groups. Serves as liaison between all athletic programs and their respective booster clubs, banquets. Helps organize in-service training programs for high school and middle school athletic staffs. Prepares and assists in the administration of athletic budget and coaching supplies; processing bills, game gratuities, travel and meal expenses, and legitimate reimbursements for athletic events to accounting office; schedules necessary travel and meal arrangements for athletic teams in the school district .Formulates and administers an athletic inventory system. Provides for staging home athletic contests for all schools, to include financial arrangements, assignment of field force, necessary maintenance, and promotion of activity. Prepares bids in cooperation with Chief Financial Officer for equipment, supplies, uniforms, and athletic programs. Ensures that all athletic facilities are kept clean and submits requests for repair or improvement of facilities. Arranges details of visiting teams' needs and makes necessary arrangements for use of non-school playing fields/facilities. Coordinates sale of individual tickets for all games. Meets regularly with high school and middle school personnel to inform them of guidelines related to the overall program. Determines and monitors eligibility of each athlete prior to participation in any practice or game. Ensures that medical screening for each student athlete has been provided prior to participation in any practice game. Establishes an atmosphere that ensures open lines of communication through regular coaches meetings as well as meeting with selected school and community groups. Establishes open lines of communication with the community that promote and foster understanding, cooperation, and acceptance of the athletic program in the eyes of the community. Ensures that all policies and rules of the National Federation, Mississippi High School Activities Association, State Department of Education, and school administration are updated and enforced. Informs all coaches of rules and regulations pertaining to conduct of athletics programs (i.e. handbook, in-service programs, and updates) ensuring that they are thoroughly understood. Develops a procedure to notify parents and student athletes of rules/regulations that apply to participation. Has knowledge of MHSAA regulations and implements them consistently. Enforces rules/regulations with established actions/penalties that are clearly stated and given to parents, student athletes, and coaches. Coordinates with school district security personnel to provide for security and parking at athletic events. Manages issues with student residency to ensure compliance with MS Code and Board policy concerning requirements for student enrollment and attendance. Serves as district student due process hearing officer. Demonstrates prompt and regular attendance. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan. Performs other duties as assigned.

Qualifications include: AA certificate in Administration and Supervision. Experience as a head coach is preferred. Ability to work with principals, athletic directors, game officials, the community, and other groups. Ability to organize and manager programs of athletics as an integral part of the total education program of the district. Ability to work with all coaches and assist where possible; ability to evaluate the coaches and make recommendation to the principals.

SOME ADDITIONAL OPPORTUNITIES ARE: Secondary Science Teachers, Secondary Math Teachers, Secondary History Teachers, Special Education Teachers, Elementary Teachers, Secondary English Teachers, Kindergarten Teachers, Guidance counselor, Spanish Teachers, CTE Teacher, Band Teacher, Director of Operations, Director of Student Services and Activities, Principal, Mechanic, Child Nutrition Assistants, Child Nutrition Subs, Bus Drivers, Retired Certified Secondary Math Teacher, Retired Certified Secondary English Teacher, Retired, Certified Secondary Science Teacher and Retired Certified Elementary Teacher.

Hattiesburg Public School District
Department of Organizational Support

Apply online [@www.hattiesburgpsd.com](http://www.hattiesburgpsd.com)

Closing Date: Until position is filled
An Equal Opportunity Employer