

Job Title:	DIRECTOR OF ACTIVITIES / ATHLETICS
Department:	Administration / Student Services
Reports to:	Principal, Assistant Superintendent, Superintendent
Classification:	Exempt / Certified Staff
Employment:	10 months / Contract
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of administration personnel.

SUMMARY

The Director of Activities/Athletics provides leadership and coordination of the district's activities and athletic programs. The position serves as liaison to high school or middle school athletic booster groups and oversees collaboration of coaches and support groups for specific athletic programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Schedules co-curricular and extra-curricular activities in accordance with the school calendar.
2. Schedules, coordinates, and supervises advisory and all co-curricular and extra-curricular activities and school-wide assemblies.
3. Performs annual evaluations of all coaches and sponsors, and makes employment recommendations to the administration.
4. Requisitions supplies and equipment as it pertains to the Athletic/Activity Director's position.
5. Assists in conducting safety inspections and safety drills.
6. Assumes responsibility for coordinating use of custodial, building/grounds, and other support services.
7. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
8. Serves as liaison for the school with all programs' booster clubs.
9. Coordinates public relations information for all co-curricular and extra-curricular programs.
10. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
11. Hires officials, team physicians, and police as required, and assumes general responsibility for the proper supervision of home games.
12. Coordinates transportation for all contest participants.
13. Develops and places into operation appropriate rules and regulations governing the conduct of activities.
14. Verifies eligibility according to established physical and academic requirements of eligibility for participation in each MSHSAA sanctioned activity/sport.
15. Supervises all ticket sales and fund-raising events of the athletic program, and assumes responsibility for proper handling of funds.

16. Arranges all details of visiting teams' needs, including lodging, meals, gymnasium services, and field assistance, as appropriate.
17. Makes arrangements for non-school use of playing fields and facilities.
18. Arranges field and gym practice schedules.
19. Keeps records of the results of all junior and senior high school athletic contests, and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
20. Promotes a program designed to foster support for the athletic teams and school spirit among non-participants.
21. Plans and supervises an annual recognition program for each activity/sport.
22. Counsels with building staff on matters pertaining to the activities and sports programs.
23. Assumes responsibility for cooperation with auxiliary personnel in the implementation of programs provided in the district.
24. Assists all sponsors /coaches in matters of discipline as the need arises.
25. Develops plans for the safety of students and staff in the event inclement weather (tornado, severe thunderstorms, etc.) during practices and games. These plans shall be part of an established plan to react to a tornado watch, a tornado warning or other emergency.
26. Exercises vigilance to see that the school grounds (gyms, practice fields and sports fields) and the school equipment are maintained and in good repair and free of hazard. Requests necessary repairs or changes be made when required.
27. Makes regular and monthly reports to the Office of the Superintendent as required.
28. Participates in the budgeting and planning process as coordinated by the Superintendent of Schools.
29. Provides the Superintendent with all necessary information relative to the sports and activities programs.
30. Attends Activities/Athletic association conferences and state meetings.
31. Attends all designated meetings of the Board.
32. Maintains confidential nature of all school-related matters.
33. Performs other tasks and assumes other responsibilities as assigned by the Principal, Assistant Superintendent or Superintendent.

SUPERVISORY DUTIES

Coaches

Sponsors (Club or Group)

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

Two years successful teaching/coaching experiences is required.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Certificates, Licenses, Registrations

Appropriate certification in field.

The Director of Activities/Athletics must have a valid Missouri teacher/secondary principal's certificate.

SKILLS AND ABILITIES

Language

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance. Complete forms, write reports and engage in written correspondence with parents. Present information effectively and respond to questions. Write clear and complete lesson plans.

Computation

Work with mathematical concepts such as probability and statistical inference. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning

Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students.

Technology

Perform basic computer functions such as word processing and internet use. Use district software for recording grades and finding student information. Utilize smart boards, projectors and other instructional technology provided by the district.

Additional Skills and Abilities

Identify needs and abilities of individual students and to adapt instructional methods accordingly. Establish and maintain effective relationships with students, peers and parents. Perform multiple tasks simultaneously

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

The individual who holds this position is regularly required to walk, hear and speak as a major function of the job. Regularly required to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Must be able to move around the classroom. Must have close moderate and distance vision ability. Regularly required to read handwritten or printed material.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Employee can be expected to help students with their mobility needs.

Hours / Attendance / Travel

Beginning and ending work hours will be established by the supervisor. Consistent and regular attendance is an essential component of student learning. In district travel may be necessary due to grade level configuration. Out of district travel will be necessary to attend meetings, competitions, etc.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess and/or outdoor classroom activities.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.