

Activities Director

Job Title: Activities Director
Department: Activities/Athletics
Reports to: Principal/ Superintendent
Classification: Certified

Summary

To use leadership, supervisory, administrative and professional skills to provide the best programming possible for all students.

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.

- Responsible for administering the athletic program in compliance with policies and procedures established by the Board of Education and the Missouri State High School Activities Association.
- Maintain a file for student physicals, student eligibility status, concussion management, Co-Curricular Handbook, and disciplinary action taken against students, individual awards, team rosters, team records and team awards. Maintain record board in commons area.
- Investigate allegations, interpret policy, issue penalty and communicate results with the aid of HS Principal. Maintain a file of all athletic suspensions and expulsions from teams as a result of appropriate implementation of the “Code of Conduct”.
- Review annually athletic/activity code and handbooks and recommend changes to HS Principal and the Board for their consideration and implementation.
- Represent the School District at GRC/MSHSAA Athletic Director Meetings
- Prepare and administer the athletic budgets.
- Work with and attend meetings, when pertinent, of the North Andrew Booster Club.
- Review and inspect all facilities and equipment used for athletic activities with the goal of “safety first”.
- Schedule all athletic activities in coordination with conference schedules, MSHSAA regulations, and other school district events. Including working with the principal and the transportation supervisor in making cancellation decisions.
- Assist building administration in the recruitment and selection of coaches.
- Arrange for transportation, supervision, game personnel workers, and officials for all events as needed. Set up for all home activities in cooperation with coaches and maintenance personnel.
- Develop and maintain a district calendar of events for co-curricular activities and public use of school facilities for the year.
- Provide for appropriate parent information for all activities; may be facilitated through coaches and advisors where appropriate.

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- Provide oversight and mentorship of all coaching staff. Including:
 - Conduct in- services for new coaches and advisors.
 - Clearly articulate expectations for parent communications.
 - Ensure that all head coaches participate in MSHSAA rules interpretation meetings. Ensure and maintain records that all coaches complete MSHSAA required training and tests.
 - Schedule periodic meetings of all coaches and advisors to interpret and revise the code of conduct for co-curricular participants.
 - Work cooperatively with the head coaches regarding the purchase of practice and game equipment.
 - Evaluate each coach or advisor at the end of the season with input from principals and head coach for assistants.
- Promote student activities and student involvement.
- Provide an ongoing public relations program for all co-curricular activities.
- Performs other duties as the principal and/or superintendent may direct.
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Supervisory Duties

Yes

Qualifications

Education – Associates degree or higher

Skills and Abilities

Language

An individual who holds this position must have the ability to:
Read and comprehend simple written and oral instructions, short correspondence and memos
Write short correspondence and memos
Communicate one on one and in small groups

Reasoning

An individual who holds this position must have the ability to:
Understand and follow verbal and written instructions
Occasionally solve problems involving concrete variables within standardized situations

Technology

Basic computer skills including word processing and data entry.

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.

An individual who holds this position:
Is frequently required to stand, stoop, bend and kneel

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Must have both close and distance vision

Hearing

The employee must be able to hear a conversation in a noisy environment

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters 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.