

Policy No: 406.01 R6
Adopted: March 9, 2015
Revised:

JOB DESCRIPTION-ACTIVITIES DIRECTOR

The Activities Director position is an extra duty position assigned by the Superintendent (subject to approval by the Board of Education) in conjunction with a teaching or administrative assignment. The director will have a sincere interest in and belief of the value our students gain through participation in extra-curricular activity and/or athletic programs as enhancement to the curricular programs of the school. The goal is to assist school administration and staff with implementation of an efficient and effective activities program. The job performance is to be evaluated annually by the Superintendent.

The Activities Director shall be responsible for organization and administration of Secondary School activity and athletic programs provided for students and application and enforcement of rules and regulations of the school and state along with those of any conference, or state activity association in which the school is a participating member. The director will represent the school at all conference meetings and district or state meetings as held by the state activity association at the discretion of and with counsel from the superintendent.

The Activities Director assignment shall include the following among others which may from time to time be assigned by school administration:

1. May be requested by school administration to assist in interview and selection of applicants for athletic and/or activity coach or sponsor positions.
2. In agreement with the superintendent, be responsible for assignment and evaluation of coaches and/or sponsors assigned to athletic and activity positions. This shall include specific duties and expectations of head coaches and sponsors as they fulfill their duties and responsibilities.
3. Development, maintenance and implementation of the activity/athletic handbook to include activity/athletic policies and regulations of the school. Assure that all coaches, sponsors and student participants receive and are informed of the handbook and its contents; and assure that all coaches meet with student participants and their parents at the beginning of each athletic season or sport to distribute and explain the activity/athletic handbook.
 - a. Review school district's suspension, expulsion, eligibility and alcohol/drug suspension policy with coaches, sponsors, students, parents.
 - b. Review accident insurance policy which is made available through the school with coaches, sponsors, students, parents.
 - c. Emphasize that coaches take appropriate and proper immediate action to assure that injured participants receive timely and proper attention to injuries and/or to advise and assist student to seek medical attention.
 - d. Hold meetings with coaching staffs on a regular or as-needed basis to provide communications and to keep them informed of current rules, policy, etc.
4. Establish and maintain yearly schedules of athletic and activity events in a manner to provide a minimum of conflict or interference with other scheduled school events and with the regular instructional program and schedule of the school. This shall include the execution of all written contracts and maintenance of records as required for proper scheduling of events with other

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- schools and all written contracts or oral commitments to secure services of referees, officials, and judges as necessary for appropriate administration of the school's athletic or activity programs.
- a. Develop, maintain and update the activities calendar for the school year. Distribute the activities calendar to administration, staff and community on a monthly basis. Develop and distribute posters and pocket-size schedules to publicize athletic schedules.
 - b. Notify the school secretary immediately when any changes occur in the schedule.
5. Work with maintenance supervisor to insure proper maintenance, care and preparation of athletic playing fields, gymnasium and locker rooms. Communicate and coordinate with members of the school's custodial/maintenance and grounds staff as necessary to assure facilities are in proper condition to use for practice and/or game event purposes.
- a. Work with superintendent to assign supervisory personnel, ticket sales, concessions, custodial and other workers necessary to host home activities.
 - b. Serve as director for conference and/or district events hosted by the school.
 - c. Coordinate time(s) for pre-game, pep bands, half-time activities at games.
 - d. Obtain information required from visiting teams for preparation of programs.
 - e. Inform visiting teams of details such as time schedule, dressing facilities and parking areas for team vehicles.
 - f. Coordinate arrangements in press box or at scorer's table for official personnel required, such as timer, scorer, P/A announcer and media coverage.
 - g. Arrange to have medical personnel and/or EMT personnel on site at football games or to have emergency call procedure prepared as appropriate.
6. Work with transportation director for arrangement and use of necessary transportation needs and travel procedures.
7. Assume responsibility for developing and managing the Athletic Department budget of revenue and expenditures in conjunction with the superintendent and district office. This responsibility includes use of a planned uniform and equipment replacement schedule, maintenance of inventory records of uniforms, equipment and supplies relating to the athletic department and authority to require same from the various Head Coaches of each sport.
- a. Ordering and purchasing of uniforms, equipment or supplies as needed for all athletics or activities after counsel with coaches, activity sponsors and building principal.
 - b. Work with the district bookkeeper who is responsible for all monies received as Activity Passes, admissions and/or entry fees for home activities, deposit into appropriate school activity fund accounts, and timely bank deposits of funds.
 - c. Work with superintendent to establish procedure for budgetary controls and authorization of expenditures.
 - d. Prepare and distribute school's Activity Passes to staff, board members and administration, to include conference, district and state passes as received.
8. Responsibility for completion of forms from State (N.D.E.), conference or state activities association required for participation in athletics or activities, to include eligibility determination and registration, verification of student residency, age and scholastic requirements.

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9. Responsibility for verification of proper certification and endorsement for athletic coaches.
10. Promotion of extra-curricular activities as a benefit for students and our school program, provide local media with information relating to school activities, and provide local and state media and the state activities association as required with scores and results of all home events.
 - a. Establish and maintain effective public relations program with staff and community.
 - b. Establish communications procedures within athletic and activity departments.
 - c. Expected to attend meetings of and cooperate with the Booster Club.
 - d. Instruct coaches and sponsors to provide local media with scores, statistics and relevant information of home and away events.
11. Distribute student accident insurance forms to appropriate coaches or to student athletes themselves, forward enrollment lists to the insurance company as these lists relate to participation in athletics.
12. Receive year end inventories of equipment, uniforms, and supplies from head coaches or activity sponsors for report to building principals.
13. Prepare annual report to the superintendent and principal at the end of each school year. The report should include, but is not limited to:
 - a. Accomplishment and record of all participating teams.
 - b. Summary evaluation of head coaches/sponsors, and assistants.
 - c. Revised inventory of uniforms and equipment.
 - d. Summary of year's receipts and expenditures received from the district bookkeeper.
 - e. Recommendations for future consideration.
14. Assume responsibility for other duties as may from time to time be assigned by the superintendent
15. Minimum educational preparation requirements.
 - A. Nebraska Bachelor's degree in education, or equivalent. Master's degree preferred.
 - B---Holds a Nebraska teaching certificate.
 - C. Previous successful teaching and activity experience.
16. This position may require spending time outside during inclement weather.

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physical requirements for the position:

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing			X	
Walking			X	
ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Sitting				
Bending/ Stooping			X	
Reaching/ Pulling		X		
Climbing	X			
Driving		X		
Lifting 40# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks'			X	

- Operate A-V equipment (TV, VCR, various projectors, recorders), calculator, and telephone. Knowledge of computer necessary in some areas.