

## **High School Activities Director**

### **Desired Qualifications:**

Experience and/or background in working with student activities.

A personality that will be able to work with students, staff members, parents and the general public.

Organizational, managerial and leadership skills.

Preference of background experience with the high school level.

A knowledge of business practices and office procedures.

A valid teaching certificate.

Hold or be eligible for Iowa Evaluator approval.

### **Reports to:**

High School Principal

### **Position Goal:**

To exercise leadership and supervisory skills in a manner which promotes, coordinates and regulates the activities program and results in a balanced activity program which is consistent with the district's educational objectives and will develop student skills, promote a sense of self-worth and competence and inculcate the principles of fair play.

### **Supervises:**

Activity Sponsors and Coaches

### **Functions of High School Activities Director:**

Schedules, in cooperation with the high school principal, all high school activities and athletic events including postponements and make-up dates for postponed events.

Prepare, maintain and distribute an activities calendar for the entire school district.

Direct all tournament and major competitive activities held as part of the high school activity program.

Hires, and notifies at least three days in advance of a contest, officials and other personnel as required.

Assumes general responsibility for the conduct and supervision of all drama, forensics, music events, home games, tournaments and track meets. The activities director shall share supervision of all home activity events.

Develop and articulate the philosophy and goals of the high school activities program.

Acts as official representative of the local school with power to vote on matters of an activity or athletic nature. The director shall, however, advise and consult with the superintendent and principal before exercising his voting power.

Arranges transportation and meals for all activity programs according to district policy.

Secure printing and other information for all activities, program and schedules.

Keeps the superintendent and principals informed at all times regarding the activity programs of the schools, advises and consults regarding major changes to be made, and establishes and maintains rapport between the activity departments and the curricular departments.

Maintains school records to include records established, pupil transportation to contests, lists of letter winners by activity, contest results, conference standings, award policies and any other pertinent information to establish a written history of the activity programs sponsored by the schools.

Establishes, in cooperation with the principal, activity sponsors, and coaches, criteria for the awarding of student letters and other awards for school activities. Makes certain that all students in student activities receive written notice of lettering requirements. Any exceptions to the established policies must be approved by the sponsor or coach of the activity involved, the activities director and the principal.

Represents the district at all district and state tournaments/meets whenever reasonably prudent to do so.

Coordinates public relations and communications program for activities.

Publishes activity bulletins, handbooks and communications and organizes and supervises the activity bulletin board.

Assists principal with other duties as directed.

Procures supplies for and administers the concession stand.

Approves and schedules all fund raisers. Advises students and parents of pertinent information such as method of travel, time of departure and return and cost.

Promotes the activity program by informing the public, board of education and staff of student activities and athletic events by media releases, appearances before service and civic organizations, and written or oral reports.

Prepares information for and supervises preparation of programs.

Work with and advise the activities of booster organization(s) and attends booster meetings.

Coordinate with other agencies involved with the school and the community's activity program and use of school facilities,

Administers the athletic insurance program.

Establishes the physical and academic requirements of eligibility for participation in each sport and verifies each athlete's eligibility.

Checks periodically with the principal regarding eligibility of participants.

Establishes and maintains an updated student handbook relative to school activities, such handbook to include requirements to be met for earning letters and/or other awards to which participating students may be entitled.

Establishes and assists a leadership training program for students and student officers.

Oversees, communicates and enforces Code of Conduct Policy.

Assists with the selection, assignment and evaluation of activity sponsors and athletic coaches.

Assists in orienting class and club sponsors in their duties and responsibilities.

Arranges meetings of coaching staffs when it is necessary to coordinate junior and senior high programs.

Consults with the principal and the superintendent regarding athletic personnel attending clinics.

Coordinates field and gymnasium practice schedules.

Assists the superintendent in making arrangements for non-school rentals of playing fields and facilities.

Checks facilities for "activity readiness".

Prepares, in cooperation with the activity sponsor or head coach, an annual budget of anticipated revenue and expenditures, broken down to indicate activity and general fund shares.

Approves all requisitions and purchase orders prior to submission to the building principal.

Assists in the determination of equipment needs and establishes priorities.

Supervises and promotes all ticket sales and fund raising events of the activity program and assumes responsibility for proper handling of funds.

Supervises and maintains an inventory of equipment and supplies for each activity and oversees the maintenance of equipment.

Other duties as assigned.

**Terms of Employment:**

Salary and work year to be established by the board.

**Evaluation:**

Performance of this position will be evaluated annually in accordance with provisions of the board's policy on evaluation of personnel.