

## **MS Activities Director**

### **Desired Qualifications:**

Valid Iowa teaching certificate.

Employment as a teacher in the Denison Community School District.

Ability to organize and supervise a total sports program.

### **Reports to:**

High School Activity Director and Building Principal

### **Supervises:**

All coaches involved in Middle School Program.

### **Position Goal:**

To exercise leadership and supervisory skills in a manner which promotes, coordinates, and regulates the extracurricular 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 inculcates the principles of fair play.

### **Functions of MS Activities Director:**

Provides leadership for middle school activity sponsors.

Develops and maintains extracurricular calendars.

Develops and reviews philosophy of middle school activities program.

Coordinates and communicates activity conduct code for students in activities.

Develops and maintains activity budget and purchases activity equipment.

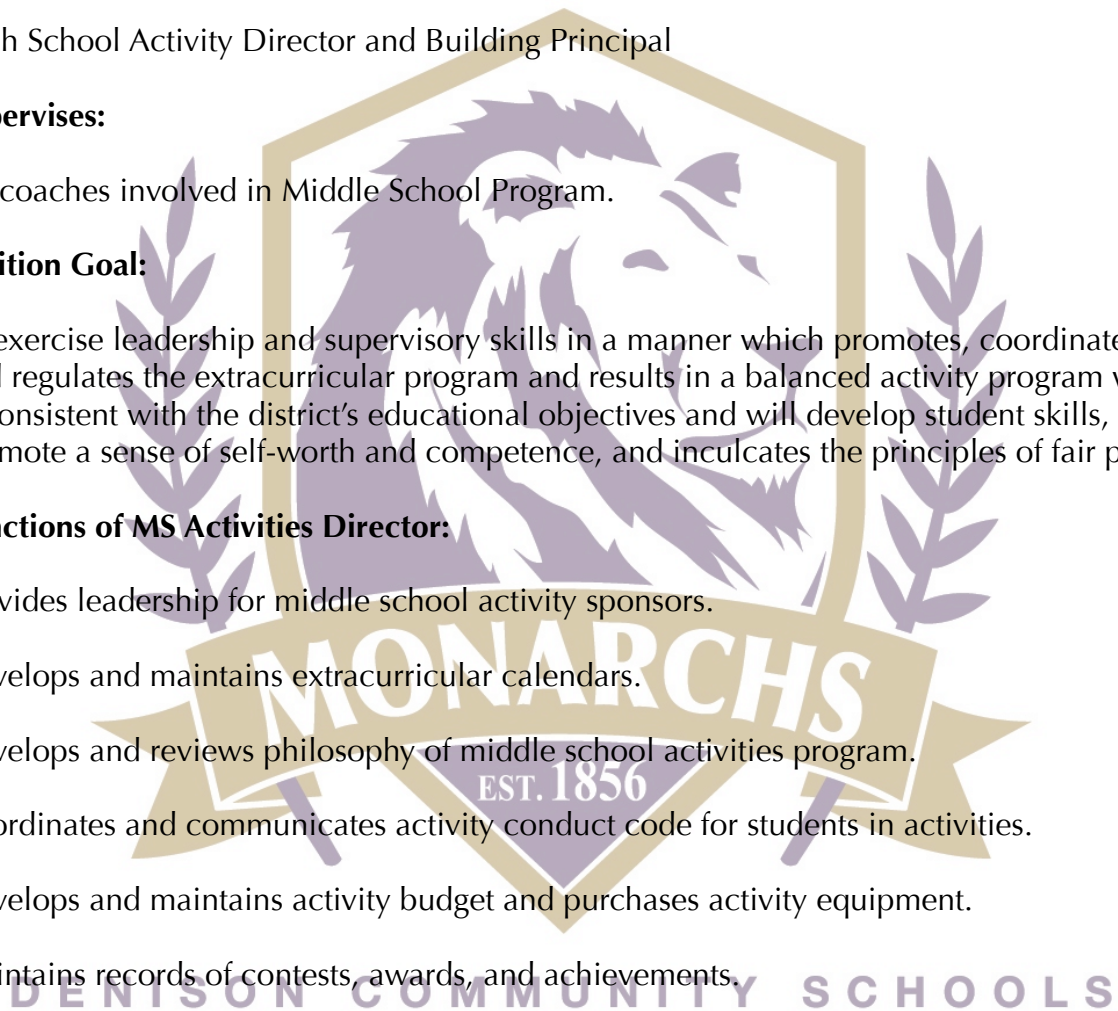
Maintains records of contests, awards, and achievements.

Coordinates public relations and communications program.

Coordinates school and community use of the middle school facilities.

Supervises at middle school activity events.

Publishes handbooks and communications.



Performs liaison duties with the booster club.

Hires officials and judges.

Procures transportation for away events.

Oversees maintenance of middle school equipment and facilities.

Interprets physical and academic eligibility of students.

Assists in assignment of middle school activity sponsors.

Coordinates students' insurance program.

Assists in establishing criteria for middle school student awards.

All other duties as assigned.

**Terms of Employment:**

Salary and work year to be established by the board.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.