

## POSITION DESCRIPTION

<b>TITLE:</b>	Co-Activities Director	<b>SUPERVISOR:</b>	Superintendent
<b>DEPARTMENT:</b>	District-wide	<b>CLASSIFICATION:</b>	Administration

### I. Accountability Objectives:

The Activities Director is responsible for scheduling and coordinating activities at all District facilities.

### II. Position Characteristics:

Salary: Per Employee Handbook

Length of Contract: 260 Days

### III. Position Relationships:

Reports to: Superintendent

Coordinates with: Principals, coaches, teachers, advisors, public.

Type of Coordination: Coordinates to schedule events.

### IV. Position Qualifications:

#### A. Required Qualifications:

Current teaching certification.

#### B. Desired Qualifications:

1. Five years of successful teaching experience preferred.
2. Understanding and experience in dealing with athletics.

### V. Position Responsibilities:

- A. Create schedules for all athletic teams.
- B. Coordinate schedules for activity facilities use for all district buildings.
- C. Establish and maintain a district-wide calendar of events.
- D. Budgeting, purchasing, and inventory control over all activities, materials, equipment, and supplies. Procedure for budget request will be:
  1. Director works with the principals on budget planning for school;
  2. Develops athletic/activities budget.
- E. Schedule all events and coordinate the staffing for conduction of such events.
- F. Contract proper officials.
- G. Coordinate student and staff functions at events.
- H. Develop standards for: awards, banquets, state tournament attendance, eligibility, activity behavior, training regulations, crowd control, safety, uniform selection, student participation, physical exams, parental permission forms, equipment vehicle, facility use, security practices, admission fees, fund raisers, ticket sales, codes of conduct, pep assemblies, hours for activities, practice sessions, special events, materials, supplies, concessions, parking, etc.
- I. Represent the school district at local, regional, and state activity functions.
- J. Provide leadership in community-school activities.
- K. Work closely with all news media in providing prior to and after event information on all activities.

- L. Participate in identifying, recruiting, selecting, evaluating, and dismissing personnel for assigned curricular areas.
- M. Encourage community participation in school events as spectators, participants, aides, officials, etc.
- N. Direct personnel supervision at a significant number of events and numerous visits to events supervised by delegated authorities.
- O. Serve as a consultant on related construction projects.
- P. Conduct regular coaches/advisors meetings and attend supervisory staff meetings at the district level.
- Q. Assist in the development of programs which enhance and improve school pride and tradition.
- R. Recommend appropriate compensation for all activities personnel.
- S. Develop communication and input programs concerning school activities.
- T. Give consideration and make recommendations to the Board on new activities or alternation of present activities.
- U. Insure proper balance of appropriate events at all grade levels.
- V. Work with the buildings and grounds staff and insure proper maintenance of activities facilities.
- W. Direct, supervise, coordinate and evaluate coaches/advisors and procedures.
- X. Plan, organize, and call meetings for appropriate co-curricular areas in accordance with overall plan.
- Y. Liaison with local, state and federal agencies.
- Z. Perform other duties as assigned by immediate supervisor.
- AA. Develop and implement "Coach's Handbook".
- BB. Develop and implement "Activities Code for Students".

## Green AD

### Specific Sport Responsibilities:

- Football
- Swimming
- Boys Basketball

*Shared Supervision/Game Scheduling & Officials*

- Girls Basketball

*Shared Supervision/Game Scheduling & Officials*

- Softball

### Primary & Sport Specific:

- Scheduling - games, officials, workers
- All-conference meeting to run
- Coaching evaluations
- Hiring/firing
- Code violations (for not coached)
- Respond to coaches or other AD's
- Parent issues (for not coached)
- Busing / Transportation
- Weekly notifications for all involved

### Other NOT Sport Specific:

- Weight room supervision schedule
- Cloverbelt AD meetings
- Attend Scholar Athlete Banquet
- Building use scheduling
- Help with field maintenance at times

## Gold AD

### Specific Sport Responsibilities:

- B & G Cross Country
- Volleyball
- Boys Basketball

*Shared Supervision / Game Workers*

- Girls Basketball

*Shared Supervision / Game Workers*

- Golf
- Track

### Primary & Sport Specific:

- Scheduling - games, officials, workers
- All-conference meeting to run
- Coaching evaluations
- Hiring/firing
- Code violations (for not coached)
- Scheduling timing company
- Respond to coaches or other AD's
- Parent issues (for not coached)
- Busing / Transportation
- Weekly notifications for all involved

### Other NOT Sport Specific:

- WADA Conference
- WIAA region and annual meetings
- CPR certification for coaches
- Student worker pay
- Booster club scheduling