

## JOB DESCRIPTION

TITLE: ACTIVITIES DIRECTOR

QUALIFICATIONS:

1. Master's degree in an approved program for secondary principal certification.
2. A minimum of four years teaching experience at the secondary level and coaching/activity director or leader.

REPORTS TO: BVHS and BVMS Principals  
Consults with: head coaches, directors, advisors, assistants, teachers and administrators.

SUPERVISES: Coaches, Advisors relating to all activities

### Performance Responsibilities

The Activities Director under the supervision and direction of the building principals shall:

1. Organize and maintain a program of athletics and co-curricular activities in keeping with the aims and purposes of education as conceived by the Superintendent and Board of Education.
2. Direct, coordinate, evaluate, and provide appropriate supervision for all sports and non-sport activities, keeping a balance between the emphasis on athletics and the other school activities and in providing an equal access of opportunity for boys and girls.
3. Provide a yearly system of financial accounting for all sports and activities, including a list of all proposed expenditures, working through the building principal(s) to the Superintendent for approval. This accounting process will include a participation summary, detailing the nature and number of activities and the number of students competing and/or withdrawing during the year.
4. Conduct a program of external and internal public relations to encourage recognition, support, participation, involvement, and the esprit de corps of students, faculty, staff, and parents and the various community constituencies represented by the school athletic/activity programs.

### Specific Responsibilities:

1. Inform the principal(s) of the activities, problems, and progress of the activities program using a goal setting/evaluation process.
2. Interview and assist in making recommendations for the selection of personnel for the sports/non-sport programs.
3. In cooperation with the building principal, and the Manager of Buildings and Grounds, insure that athletic facilities are in proper repair and that building facilities are appropriate for related co-curricular activities.
4. Make necessary arrangements for athletic/activity contracts, publicity, obtaining and rating officials and judges, arranging for gate keepers, ticket sellers, guarantee necessary police protection and crowd control, again in cooperation

- with the coaches and/or activity sponsors.
5. Check and report on eligibility requirements and compile any required athletic/activity reports, and include them in the annual report.
  6. Arrange for physical examinations of athletes.
  7. Coordinate with the principals the necessary information relative to the athletic/activity insurance program, activity tickets, etc.
  8. Supervise the inventory, storage and care of athletic/activity equipment and supplies.
  9. Direct and coordinate the scheduling of all student activities within the school calendar.
  10. Handle all discipline situations associated with activities.
  11. Develop an organizational manual for all coaches/sponsors/directors.
  12. Promote a system of regular recognition and publicity of participants and programs to the media.
  13. Promote esprit de corps activities among staff and students.
  14. Promote booster clubs/liaison work with coaches and or sponsors.
  15. Coordinate the purchase of equipment and supplies acquired through bids and/or quotations.
  16. Coordinate interscholastic scheduling for athletic teams and oversee the scheduling activities of non sport activities.
  17. Coordinate athletic/activity travel arrangements, including meals and lodging.
  18. Interpret and recommend actions to comply with the E.S.D. athletic conference and South Dakota High School Activities Association rules and the policies of the Board of Education.
  19. Serve as the District's voting member to the E.S.D. conference athletic directors meetings, and serve as meet director whenever the District serves as host for a conference or state event.
  20. Provide communication with custodians -- practice dates, meets, bleachers in/out, travel, liaison between coaches and/or activity sponsors and custodians.
  21. Supervise the issuance of activity awards, banquets, and parent or booster club activities.
  22. Develop and maintain a student locker management system.
  23. Provide for the employment and evaluation of the various members of the coaching staff and the activity sponsors, making recommendations to the building principals regarding assignment, retention, non-retention, and reassignment of staff.
  24. Perform all other such duties as assigned by the Superintendent of Schools.

TERM OF EMPLOYMENT: Contract. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy of Administrator evaluation (AFC-E).

(Adoption Date: February 28, 2005)  
(Review date: January 26, 2009)