

ASSISTANT ACTIVITIES DIRECTOR

REPORTS TO: Superintendent and/or HS Principal

I) DESIRED MINIMUM QUALIFICATIONS:

- A) Substantial experience as a teacher and/or coach.
- B) Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- C) Ability to write routine reports and correspondence.
- D) Ability to effectively communicate orally and in written form with administrators, staff, parents, and students.
- E) Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- F) Ability to establish and maintain effective working relationships with students, staff, and the community.
- G) Ability to handle stressful situations.
- H) Ability to maintain confidentiality of employment and student matters.
- I) Ability to effectively manage time and responsibilities.
- J) Demonstrated leadership ability and general knowledge of issues and problems in all aspects of school athletics.

II) ESSENTIAL FUNCTIONS:

- 1) Assists in the supervision of all assistant coaches.
- 2) Supervises all sponsors of non-athletic activities.
- 3) Supervises or arranges for administrative supervision at all home scheduled activity events.
- 4) Schedules athletic and activity events with consideration to the effect on the academic focus of the school.
- 5) Carries out supervisory responsibilities in accordance with the Board's policies, rules, regulations, and/or directives and applicable laws.
- 6) Responsible for the organization and scheduling of athletic events.
- 7) Arranges officials for all home contests.
- 8) Arranges ticket sellers and security personnel, when necessary, for all extra-curricular events
- 9) Arranges transportation for away contests.
- 10) Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic activities.
- 11) Fosters good school-parent relations by maintaining communications relative to rules and regulations on athletics.

12) Establishes and enforces the physical, academic, and training requirements of eligibility for participation.

13) Arranges and maintains paperwork of students for extra-curricular responsibilities, (physicals, impact testing, random drug testing).

Only minimum duties are listed. Other functions may be required as given or assigned.

III) EQUIPMENT USED:

Computer, copier, telephone/voice mail, fax, scoring equipment.

IV) WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee will work irregular hours while performing the duties of this job.

The noise level in the work environment is usually moderate but can be loud.

V) PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift up to 50 pounds.

VI) MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions, which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

I have received a copy of this job description and understand the contents and responsibilities of this position.

Assistant Activities Director

Date

History

Approved on: January 13, 2004

Revised on: July 2022