

Maryville R-II Schools – Athletic and Activities Director

Job Title: Athletic and Activities Director
Department: Instruction
Reports to: Superintendent; Building Principals
Classification: Exempt
Category: Professional Staff

Summary

The athletic and activities director is responsible for providing educational opportunities beyond the regular classroom through extra-curricular activities and interscholastic competition.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Duties and Responsibilities of Athletic Director:

- Oversees the general management of and provides direction for the activities and athletics programs, including summer programs.
- Monitors and maintains compliance with all appropriate school, district, and state (including MSHSAA) policies.
- With administrative input, recommends, manages, trains, and evaluates all coaches and designated sponsors.
- Implements with fidelity the approved program evaluations for each activity.
- Assists in the proper supervision of contests.
- Develops and places into operation appropriate rules and regulations governing the conduct of activities and participants.
- Keeps administrative staff members fully informed regarding the athletics and activities program.
- Initiates regular meetings to be scheduled at the beginning and ending of each sport season. Additional staff meetings should be scheduled as necessary to insure smooth operation of the activities program.
- Arranges all details for visiting schools or organizations, works with appropriate staff in making preparations for all home and special events, and sees that all contest areas are in readiness for the activity.
- Stimulates cooperation and positive relationships between coaches/sponsors, teachers, administrators, participants, and the community concerning activities and policies.
- Works collaboratively with district administration on management of student random drug testing program.
- Represents the Maryville School District at conference, district, state and national meetings as directed by the administration.
- Works with the principal and head coaches/sponsors in preparing the activity budget and keeps complete records of receipts and expenditures.
- Prepares bid requests and administers purchases of supplies, uniforms, and equipment for activity programs in cooperation with appropriate staff members and the Booster Athletic Club.
- Encourages professional improvement of coaches/sponsors in alignment with the district's mission and vision.
- Promotes student participation.
- Keeps accurate inventory of athletics and activities equipment, supplies, and uniforms.
- Maintains a master calendar of athletics and activities for the district.
- Schedules all contests and games; hires all officials and staff for such.
- Maintains accurate school record.
- Ensures that facilities and equipment are used safely and efficiently.

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- Develops recommendations for future activities/athletic issues, contracts, equipment, and personnel based on changing needs of the district.
- Works cooperatively with staff to secure transportation (and lodging/meals when necessary) to and from events.
- Other duties as assigned and/or prescribed by the Maryville R-II School District policies and procedures.

Supervisory Duties

Collaborate with administration while supervising and evaluating coaches and sponsors of extra-curricular activities and athletics.

Qualifications

Education: Bachelor's degree required, advanced degree preferred.

Experience: Coaching experience required; head coaching experience preferred.

Certificates, Licenses, Registrations: Missouri DESE certification.

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Read, analyze and interpret documents such as professional journals and government guidance and regulations.

Write reports, complete forms and correspond with parents and students.

Speak effectively with other staff members, parents, and students.

Computation

Ability to add, subtract, multiply, divide and compute percentages using whole numbers, common fractions and decimals.

Reasoning

Ability to define problems, collect data, establish facts and draw valid conclusions.

Technology

This position requires basic skills in the use of computers and hand-held devices such as PDAs and phones.

Physical Demands

The physical demands described here 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 essential functions.

Ability to see close work such as typed or handwritten material.

Hearing

The employee must be able to hear a conversation in a noisy environment.

Attendance

Must be available for consultations with parents and students during and outside of regular working hours.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is consistent with a typical office environment. Occasional travel and attendance at conferences is required.