

Director - Activities

- GENERAL DESCRIPTION:** The Activities Director provides administrative leadership in planning, implementation, coordination, supervision, and evaluation of interscholastic programs for the high school and middle school; promotes extracurricular athletic/scholastic activities that foster skill development, understanding of competitive activities, and appreciation for a variety of activities and programs, teaming, and sportsmanship for students and adults; has a passion for all sports and education, and an understanding of how youth should best be developed; needs to be extremely organized to put together schedules, making sure there are no conflicts between programs; must be energetic, driven, and capable of overcoming obstacles; and must possess very strong leadership skills. The 7-12 Athletic/Activity Director also must communicate the needs and expectations of each program to coaches and sponsors.
- QUALIFICATIONS:**
1. Master's Degree or higher preferred or Other Training or Education Deemed Acceptable by the Board of Education.
 2. Minimum of five years of teaching/coaching experience or Other Acceptable Training or Experience Deemed Acceptable by the Board
- JOB GOAL:** To provide leadership, collaboration, and coordination in the area of the athletic/activity programs for the high school and middle school; to set goals and evaluate the school athletic programs; and to be the driving force behind the continual improvement of the schools' athletic/activity programs.
- KNOWLEDGE:** Requires knowledge in Title IX, Kansas State High School Athletic Association (KSHSAA) rules, North Central Activities Association (NCAA) rules and policies, and Russell County USD 407 Policies.
- SKILLS:** Requires demonstration of strong leadership skills to work as part of an administrative team; planning and organizational skills; skills to promote and support student activities as well as staff needs; problem solving skills; skills to support student success; service-related people skills; verbal and written communication skills; organizational skills to balance demands of a multi-tasking position; technology skills in the areas of office software, student database systems, and office equipment operation; and knowledge of legal liability.
- ABILITIES:** Requires excellent attention to detail and follow through to meet interscholastic competition responsibilities, significant confidential responsibilities due to student and staff issues, and fiscal responsibilities in the areas of school budget.
- CLASSIFICATION:** This position is designated as a non-tenure track, supervisory position.
- REPORTS TO:** High School and Middle School Principals and the Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:

1. Regular attendance and punctuality are essential functions of the job.
2. Organizes and administers the overall student activities program at assigned schools.
3. Schedules all high school and middle school athletic/activity contests, issues contracts for the contest, and maintains the proper and necessary records.
4. Develops long- and short-range plans in relation to assigned supervisory responsibilities (e.g. policies, procedures, staffing, materials, equipment, space requirements, etc.) for the purpose of ensuring Russell County USD 407's objectives are achieved in the most efficient and timely manner.
5. Conducts student, parent, and coaches meeting as needed.
6. Assists the coaching staff in solving any staff, student, or parent problems that arise.
7. Promotes and models good sportsmanship and maintains an active program that welcomes competing teams, guests, and game officials.
8. Prepares a master schedule that includes league and non-league games/events and presents it to the principals, the superintendent, the board, the coaches, and the media.
9. Supervises or provides for the proper supervision of all student activities, including fund-raising, social activities, performing groups' events, athletic contests and regional or state level competition.
10. Works closely with the staff and site administration to develop and enforce an athletic/academic code of conduct, which is consistent with the goals of the staff, administration, and the district.
11. Follows a chain of command of:
 - Athlete/parent to coach
 - Coach to athletic director
 - Athletic director to principal
 - Principal to Superintendent
 - Superintendent to Board of Education
12. Attends, or arranges to have athletic department staff in attendance at major athletic contests.
13. Supports and cooperates in directing an in school, extracurricular program designed to foster support for the athletic teams and school spirit among non-participants.
14. Supervises and is responsible for all aspects of preparation for home contests.
15. Arranges for videotaping of key high school athletic events.
16. Acts as an advisor to the administration on matters involving the athletic policy.
17. Follows all rules and regulations of the KSHSAA, including preparing eligibility lists, submitting schedules, dues, team records, and other documents pertaining to KSHSAA.
18. Completes and returns to the KSHSAA all classification, tournament entries, and special request forms. Keeps a record of the date of receipt and return of all forms to the KSHSAA.
19. Follows all rules and regulations of Russell High School, Ruppenthal Middle School, and the Russell County USD 407 Board of Education.
20. Works with principal in resolving problems of discipline concerning athletes.
21. Coordinates the collection of rosters for program information as needed.
22. Prepares reports as required by the board and/or administration.
23. Develops and places into operation, with administrative input, appropriate rules and regulations governing the conduct of students taking part in extracurricular activities.
24. Oversees the work of the athletic trainers, their relationship with coaches, and the health and safety of student athletes.
25. Reviews and revises the Coaches' Handbook.
26. Communicates and enforces that all high school and middle school students involved in interscholastic competitions will be supervised at all times.
27. Coordinates the 7-12 athletic/activity programs in collaboration with principals and coaches to ascertain programmatic needs on an annual basis, as well as prior to each season to insure consistency of program.

28. Supervises athletic and activity funds, prepares and administers a detailed operating budget for the athletic program, and submits it to the building principal.
29. Reports needed improvement or maintenance of facilities to the superintendent.
30. Requisitions, in cooperation with appropriate staff members, supplies, uniforms, and equipment for activities program.
31. Keeps an updated inventory of all athletic equipment and uniforms.
32. Keeps supplies, equipment, and uniforms in satisfactory condition, and order all new and replacement supplies, equipment, and uniforms when necessary.
33. Inspects all athletic areas for cleanliness and the proper storage of all athletic supplies, equipment, and uniforms.
34. Provides each coach with equipment, team medical supplies, and uniforms prior to the season and insures that each coach returns all equipment, unused supplies, and uniforms using a checklist.
35. Administers the insurance program covering school athletes and assumes responsibility for all processing of reports and claims.
36. Assists coaches in assessing their individual programs in relation to program objectives and goals at the start of the season and in the evaluation of the assistant coaches at the end of the sport season.
37. Provides orientation and in-service programs for coaches.
38. Evaluates all athletic programs on an annual basis and provides leadership to coaching staff in annually identifying program strengths and weaknesses.
39. Initiates the recruitment and selection of coaches and makes employment recommendations to the building principals, the superintendent, and the board.
40. Reports all potential hires to central office for the application and background investigation processes.
41. Ensures all coaches meet requirements of KSHSAA and/or the Kansas Department of Education (KSDE).
42. Helps to revise as needed district criteria for evaluating, renewing, and hiring of coaches annual contracts.
43. Supervises all coaches and completes a written evaluation and holds a conference with each head coach within three weeks after the conclusion of their sport season.
44. Supervises all ticket sales and fund-raising events connected with the activities program and assumes responsibility for proper handling and accounting of moneys involved.
45. Oversees fundraising activities including administrative approval and accounting for the receipt and disbursement of funds.
46. Assumes responsibility for cancellation of games as circumstances required to protect athletic participants and district resources and rescheduling in the event of cancellation and notification to principal, superintendent, board, and media.
47. Coordinates the use of district facilities and fields prior to each athletic season in a timely manner to address the needs of the middle school, high school, and community.
48. Sees that all playing surfaces are properly conditioned for all home games.
49. Coordinates with non-school personnel for the use of non-school district playing facilities, if necessary.
50. Arranges the practice schedules for the coaches on the fields and in the gymnasiums.
51. Arranges all details of the visiting teams' needs including lodging, meals, towels, gymnasium services, and field assistance, as appropriate.
52. Ensures officials are scheduled and contracts are issued for all high school contests.
53. Maintains an active file of officials under contract and pays officials following the contract.
54. Does the day-to-day scheduling of all district owned vehicles.
55. Arranges provision for meals and/or lodging for participants and coaches when appropriate.
56. Arranges for employees and/or voluntary help for all home games including ticket sellers and takers, police officers, custodians, timekeepers, scorekeepers, concession-stand supervisors and workers, chain crew, line judges, announcers, etc.
57. Supervises athletic/activity contests and acts as the host to officials and visiting schools.

58. Oversees the supervision of contest employees and volunteers who work the athletic contest.
59. Submits any required soil samples.
60. Advises and ensures all coaches conform to Board, KSHSAA, and league policies and regulations and state and federal laws.
61. Attends league and district meetings.
62. Provides leadership for and serves as liaison to high school athletic booster groups and coordinates, with the coaches and sponsors, the support group for specific athletic programs.
63. Keeps accurate records of all athletic award winners. Keep an inventory of all awards and certificates on hand. Prepare a list of award winners and their awards for use at the awards program. Sign all certificates and package for use at the program. Order all special award trophies.
64. Keeps records of the results of all senior high school activity contests and maintains a record file of all award winners, stating the date and type of the award, including athletic scholarships.
65. Plans and supervises an annual recognition program for school athletes.
66. Issues League Passes to personnel as per NCAA regulations.
67. Establishes and leads an Athletic/Activity Site Council, which meets a minimum of six times per year, to further community input into the success of programs.
68. Performs other duties as assigned by the Superintendent, the building principals, or the Board of Education.
69. This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the superintendent, the principal of Russell High School, and the principal of Ruppenthal Middle School.

PHYSICAL REQUIREMENTS OF THE JOB:

1. While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear.
2. The employee is regularly required to use hands to manipulate, handle, or feel.
3. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch.
4. The employee is required to supervise students requiring the employee to match walking speed that matches the student and may at times require the ability to run to safeguard students.
5. The employee must occasionally lift, carry, move and/or restrain school-age students. Employee must occasionally move equipment and/or supplies.
6. Employee is occasionally required to drive.
7. Employee is regularly required to handle stressful situations and resolve conflicts.
8. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
9. The job is performed for the most part in a school setting with occasional outside weather conditions.
10. The noise level is that of a typical school setting and/or athletic event.

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.