

Athletic/Activities Director

Job Title: Athletic/Activities Director
Department: Administration
Reports to: Principal
Classification: Exempt

Summary

The Athletic/Activities Director is responsible for the design, implementation, and supervision of extracurricular programs and activities in the district.

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.

Essential Duties and Responsibilities

The individual who holds this position has the responsibility to:

- Submit all reports required by state or federal authorities
- Prepare activity reports for Board meetings
- Stay informed about changes in athletics at the state and federal levels
- Supervising Fundraisers
- Oversight of the activities budgets for each activity
- Maintains a master schedule of student activities, schedules assemblies and all other extra-curricular activities
- Assists in the supervision of all activities
- Aids in the recruitment of activity coaches and sponsors
- Organizes, coordinates and administers a fall, winter and spring Pre-season Activity meeting for all students participating in extra-curricular activities.
- Arrange, in cooperation with MSHSAA and Transportation Director, transportation for all activities
- Arrange for officials to be present at all scheduled home contests and for payment of those officials
- Schedule police and ambulance service for events in coordination with the principals

Supervisory Duties

The Athletic/Activity Director supervises all coaches and sponsors

Qualifications

Education

Master's degree or higher in educational administration

Certificates, Licenses, Registrations

Valid Missouri principal's certificate for the appropriate grade levels

OR

Advanced Degree in related field

Athletic/Activities Director

Skills and Abilities

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and contracts and other legal documents

Have listening skills sufficient to receive inquiries and complaints and respond appropriately

Be able to make effective presentations to the Board, staff and community

Computation

Ability to do basic mathematic calculations, apply concepts such as fractions, percentages, ratios and proportions to practical situations and apply financial concepts such as compound interest, time value of money, tax rates and discounts

Reasoning

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts

Technology

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

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.

Physical Demands

The individual who holds this position:

Is regularly required to sit, walk, hear and speak

Meet deadlines with severe time constraints

The position occasionally requires an employee to work extended hours. A moderate amount of travel, both in and out of state, is required.

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.

Conditions and Environment

The individual who occupies this position will regularly work in a typical office environment.