

Athletic&Activities Director/Assistant Principal

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

Summary

The Athletic&Activities Director/Assistant Principal is responsible for the design, implementation, and supervision of extracurricular programs and activities in the high school. The Assistant Principal is responsible for student supervision and student discipline and in coordination with the principal, is responsible for the daily operation of the building.

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 monthly activity reports for Board meetings
- Stay informed about changes in athletics at the state and federal levels and communicate those changes to the school and community
- Supervise fundraisers
- Communicate effectively with staff, students, and community
- Prepare, monitor, and report an activity budget, and monitor the individual budgets of all activities
- Maintain a master schedule of student activities, schedule assemblies and all other extra-curricular activities
- Assist in the supervision of all activities
- Work as liaison between the Booster Clubs and school
- Provide leadership in recruiting, hiring, and evaluating activity coaches and sponsors
- Organize, coordinate and administer a fall, winter and spring meeting for all students and guardians of students participating in extra-curricular activities
- Arrange for transportation to all activities
- Arrange for officials to be present at all scheduled home contests and for payment of those officials
- Work with trainers to ensure coverage for athletic events
- Schedule police and ambulance service for events in coordination with the principals
- Supervise students
- Implement and enforce the district's student discipline policy
- Perform the duties of the principal in the absence of the principal and assistant principal

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Supervisory Duties

Athletic&Activity Director/Assistant Principal supervises all coaches and sponsors. Has supervisory authority over all building staff except the principal and assistant principal.

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

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

Write staff memos and ordinary business correspondence

Keep information confidential when required by law, policy or a particular situation

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.

An ability to access and create reports using the district's student information software

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:

Frequently required to move in and around buildings and grounds to visit classrooms, attend meetings, sit for up to an hour at a time, and supervise bus loading and unloading areas.

Meet deadlines with severe time constraints

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

Hearing

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

Attendance

Regular and consistent attendance is an essential function of this position

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 work environment is consistent with a typical office environment; however the individual who holds this position will regularly be required to be outside in temperatures below freezing and above 100 degrees.

An individual who holds this position is frequently required to work irregular or extended hours.