

Director, Activities

Marshall Public School District Job Description

Position Title: Director, Activities
Department: Building
Reports To: High School Principal

SUMMARY: Maintains, organizes and administers the overall program of inter-scholastic activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assists in selecting, assigning and evaluating all coaching personnel. Assumes leadership role in the orientation and in service training of coaching personnel.
- Represents the School District in matters of interscholastic activities with the MHSAA.
- Represents the School District in matters of interscholastic activities with each secondary league of affiliation. Is responsible for keeping budgets of all student accounts.
- Is responsible for the organization and scheduling of activity events. Contracts officials for all athletic contests. Assigns faculty to various duties for each contest.
- Arranges transportation for away activities.
- Develops and continues to evaluate appropriate rules and regulations governing the conduct relating to activities.
- Fosters good school-parent relations by maintaining communications relative to rules and regulations.
- Establishes and enforces the physical, academic and training requirements of eligibility for participation.

SUPERVISORY RESPONSIBILITIES:

Supervises all head and assistant coaches in the Athletic department. Responsible for the overall direction, coordination, and evaluation of athletics, carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE: Appropriate certification for the State of Missouri. Teaching certificate required. Masters degree preferred.

EVALUATION: Performance of this position will be evaluated by the Administration in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT: Full-time equivalency and salary to be established by the Board of Education.