

## Job Description, Activities Director

AR-4560.9

The board of education expects that the person who is assigned as activities director will have a sincere interest in relating with students in a non-classroom setting and will have participated in sports, both at the high school level and at the college level. He or she shall have had experience as a coach or shall have directed other school activities. The person serving as activities director shall possess a balanced perspective toward the role of student activities in an academic setting and have an appreciation for the value of student activities in a student's school and family life.

The activities director shall be assigned, supervised, and evaluated by the building principal and the duties shall include, but not be limited to the following:

- I. Performing those applicable duties described in the teacher's job description in AR-4560.1.
- II. Developing, maintaining, and updating activities policies and the activities handbook. He or she shall be responsible for seeing that all activities participants receive copies and are made aware of the school district activities participation policies after these policies have been approved by the school administration and board of education.
- III. At the administration's request, he or she shall assist in selecting and interviewing applicants for activities positions.
- IV. After consultation with school administrators, shall be responsible for assigning and evaluating activities sponsors.
- V. With the approval of the school administration and with the assistance of the school nurse, shall be responsible for developing, implementing, and updating the school district's safety education program, including first aid and CPR, for school personnel. The program will vary, depending upon staff assignments. Head coaches would have a more extensive training than assistant coaches. Elementary teachers, with play ground responsibilities, would have needs different from teachers without play ground responsibilities.
- VI. Continually assessing activities program needs.
- VII. Overseeing the proper maintenance of playing fields,

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gymnasiums, and the equipment of all activities.

- VIII. Coordinating all co-curricular and extra-curricular activities.
- IX. Preparing and managing the total athletic budget.
- X. Maintaining an up-to-date inventory of equipment and supplies for all activities.
- XI. Scheduling all activities and keeping the administration informed of the schedule and any change in the schedule. This shall include the signing and executing of all written contracts for athletic events and officials. All activities should be scheduled so that there is a minimum of interference with the regular school program.
- XII. Ordering and purchasing equipment as needed for all activities, after counsel with activity sponsors and the approval of the building principal.
- XIII. Developing, maintaining, and updating the activities calendar for the complete school year. This shall include keeping all educational service employees and certified employees appraised of both near-term and future events.
- XIV. Publishing co-curricular and extra-curricular activity schedules with the media.
- XV. Promoting staff relations through regular meetings with all sponsors of activity events.
- XVI. Promoting extra-curricular activities through public relations by informing the media of all home scores and events, and providing the media with information relating to school activities. Maintaining a positive working relationship with booster clubs. Maintaining records and awards for activities, and other public relations tasks that may arise.
- XVII. Representing the school at all conference, state, or district meetings at the discretion of the principal.
- XVIII. Arranging for transportation as needed for activities.
- XIX. Scheduling and maintaining a calendar of all community and 'outside' organizational use of school facilities.

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- XX. Assigning supervisory personnel, ticket sales, security personnel, and other workers needed for all home activities.
- XXI. Being responsible for all monies received as admission or entry fees for home activities and seeing that these are identified and deposited in the proper school account.
- XXII. Demonstrating an effective and articulate use of the English language in both oral and written communications.
- XXIII. Possessing visual acuity in judging work performed. Possessing ability in the assessment and evaluation of skills.
- XXIV. Assisting activity sponsors in preparing year-end reports to be presented to the administration. This report should include an inventory of equipment.
- XXV. Making arrangements for non-school use of facilities
- XXVI. Arranging for medical and security as required and assuming general responsibility for the proper supervision of home activities
- XXVII. Administering the insurance program covering school athletes
- XXVIII. Preparing, Verifying physical and academic eligibility lists for the State Activities Association and seeing that all rules and regulations of the State Activities Association are understood and carried out by activities staff.
- XXIX. Performing such other tasks and duties as may be assigned.
- XXX. Minimum physical requirements for the position:

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ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing			X	
Walking			X	
Sitting		X		
Bending/ Stooping			X	
Reaching/ Pulling		X		
Climbing	X			
Driving	X			
Lifting 40# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks <sup>1</sup>			X	

<sup>1</sup> Operate A-V equipment (TV, VCR, various projectors, recorders), calculator, and telephone. Knowledge of computer necessary in some areas.

XXXI. Minimum educational preparation requirements.

- A. Nebraska Bachelor's degree in education, or equivalent. Master's degree preferred.
- B. Holds a Nebraska teaching certificate.
- C. Previous successful teaching and activity experience.

XXXII. This position may require spending time outside during inclement weather.

XXXIII. This position reports to and is evaluated by the superintendent.