

JOB TITLE: Student Activities Director

QUALIFICATIONS: Must hold or have completed all requirements for a Virginia state teaching license with an endorsement appropriate for a secondary school level. Ability to communicate clearly and concisely, both orally and in writing and work in a cooperative and collaborative manner with teachers, staff and students. Must be able to build an effective student center program to have a positive impact on the school culture and climate. Must be well organized and have the ability to handle multiple responsibilities and deadlines. Must have experience in budget and project management. Considerable knowledge of and experience with Virginia High School League (VHSL) program development and management required. Bilingual skills to include Spanish are a plus. ***Upon completing the online application, must also complete the TalentEd EPI assessment.***

PERFORMANCE EXPECTATIONS: Provides leadership in the selection, assignment and evaluation of athletic coaches and other VHSL and student activities. Assumes responsibility for the organization and scheduling of all interscholastic athletic and non-athletic events on campus and at off-site facilities. Hires athletic officials and security personnel and assumes general responsibility for the proper supervision of all VHSL and student activities held at the home school. Administrative supervision of after school activities and sports to ensure the safety and supervision of students and community, Manages training of coaches and staff in crisis management situations. Arranges transportation for VHSL and student activities as applicable, and enforces appropriate rules and regulations governing conduct at student activities. Prepares and administers the activities program budget and requisitions. Maintains fiscal responsibility for assigned budgets and program fundraising. Supervises the maintenance of supplies, uniforms and equipment for athletic and non-athletic programs. Supervises all ticket sales and fund-raising events connected with the student activities program and assumes responsibility for the secure and proper handling and accounting for all monies involved. Oversee operations and appointment of sponsors for school clubs and activities in addition to VHSL activities. Administers the insurance program covering athletes and assumes responsibility for processing all reports and claims. Maintains the required records for all athletic contests, assigned student activities and other competitive activities. Plans and supervises an annual recognition program for all students who participate in activities.
Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Duties performed typically in a school setting and at off-site facilities. Performs professional work providing leadership to athletic coaches. Work requires frequent standing, sitting, walking, light lifting, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Principal and Appropriate Instructional Specialist

PAY SCALE: Teacher's salary scale plus 13% supplement

LENGTH OF CONTRACT: This is an eleven month (230 days) contract position with excellent benefits.

FLSA: Exempt