

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: SITE ATHLETICS AND ACTIVITIES DIRECTOR

QUALIFICATIONS:

1. Teaching Certificate issued by DESE required.
2. Master's Degree in Administration preferred.
3. Coaching experience preferred.
4. Proficient in computer programs/websites.
5. Good communication skills.

REPORTS TO: District Athletics and Activities Director at High School

JOB GOAL: To oversee athletic and activity programs at the site level.

PERFORMANCE RESPONSIBILITIES:

1. Provide supervision and administration for athletics and activities to assigned grade levels.
2. To build strong relationships with colleagues, coaches, and parents.
3. Responsible for game schedules
4. Collect essential documents such as physical and citizenship forms.
5. Facilitate eligibility requirements and document all aspects.
6. Communicate all necessary information to district Athletic/Activity Director.
7. Navigate the MSHSAA website and maintain updated records.
8. Ensure all coaches are in compliance with and MSHSAA requirements.
9. Maintain an ongoing inventory of equipment and uniforms.
10. Assist in maintaining facilities, prepare site for contests and practices.
11. Assignment and communication to game officials.
12. Other duties as assigned.

PHYSICAL DEMANDS: Be able lift objects up to and including 25 pounds.

TERMS OF EMPLOYMENT: Length of contract issued by school board.

TYPE OF POSITION: Exempt

EVALUATION: Annually by District Athletics and Activities Director

APPROVED BY SCHOOL BOARD: February 21, 2019