

Position Title: District Activities Director

Reports to: District Administration

Summary: Possess the skills and provide the supervision necessary for the efficient delivery of student extra and co-curricular activities.

Essential Duties and Responsibilities:

1. Manage the Thompson Falls Schools Student Activity Fund with principals and activities clerk.
2. Develop and manage budgets for each student athletic activity with the principals, business manager, and superintendent.
3. Collect and coordinate all supply requisitions for all student athletic activities. Prioritize needs for each sport. Order supplies for all athletic activities.
4. Coordinate Blue Hawk Fundraiser night.
5. Make recommendations to the Principals as to the appropriateness of all student activities and the effectiveness of the staff employed through the evaluation process, which will include a written summative evaluation at the end of each season. Conduct an end of season evaluation and exit conference with each Head Coach. Assist Head Coaches in performing an end of season evaluation and exit conference with each Assistant Coach.
6. Supervise and observe coaches several times during the season, both at games and practices. Keep a record of observed strengths and weaknesses for summative evaluation at the end of the season. Address any areas of concern immediately with the coach, including the head coach in conversation if addressing areas of concern involves an assistant coach.
7. Build and maintain a master schedule of student activities, schedule assemblies, all extra and co-curricular activities, adult education, and outside uses for all district facilities.
8. Assist in the supervision of all home student athletic activities. Arrange for all game workers required for all home games and tournaments.
9. Coordinate with the maintenance department to ensure all facilities are ready for practices and games.
10. Coordinate with the concessions manager to ensure concessions are ready for home games.
11. Aid in the recruitment and hiring of all coaches and volunteers. Make sure all paperwork and background checks are completed before coaches are allowed to work with students.
12. Supervise all aspects of MHSAA and TFPS regulations regarding eligibility.
13. Organize, coordinate, and administer a pre-season activity meeting for all TFPS parents and students participating in extracurricular activities.
14. Arrange, in cooperation with the transportation provider, transportation for all school and student activities.

15. Communicate lodging and meal needs with principal in advance for out of district, overnight travel. Arrange for all lodging and meals for groups and teams when appropriate. Superintendent's secretary will make all the lodging reservations.
16. Procure, record and file information concerning all student organizations and student activities (forms, physicals, etc. ).
17. Maintain the TFPS Athletic Handbook and end of season reports.
18. Collect and interpret inventories from each student activity at the end of the scheduled season.
19. Arrange for officials to be present at all scheduled student home contests and for payment of those officials.
20. Provide student squad rosters for all scheduled schools to the opposing team and media. Coordinate production of game programs for all home activities and tournaments.
21. Provide information as required to update website and social media pages.
22. Attend all MHS/Western B Division/7B District meetings.
23. Serve as a liaison with coaches, athletes, and parents.
24. Perform other duties as assigned.