

Job Description

Position Title	Activities Director		
Building	District	Department	Athletic
Hours	Salaried	Supervisor	High School Principal
Band and Grade	D-61	Tools and Equipment	Computer, laptop, iPad, applicable software, phone, calculator, copy machine, sports equipment, stage lights and sound system, and other equipment needed for sports and activities

Primary Function	Under general direction of the High School Principal, plans, develops, implements, and oversees all extracurricular activities of the School District, ensuring program compliance with guidelines and policies of the School District, and within the policies of the Minnesota State High School League.
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Essential Duties	
1	Prepares activity schedules, scheduling all extracurricular activity practices, events and competitions. Oversees preparation of all facilities (indoors and outdoors) for games and practices.
2	Organizes and schedules workers, officials, and volunteers to host home events in all extracurricular activities. Arranges locations and schedules for practices and events. Approves and schedules gym for external users.
3	Coordinates with Transportation Director to schedule times and locations for transportation needed for all extracurricular activities.
4	Revises schedule of extracurricular activities based on weather and participation by rescheduling or canceling activity.
5	Recommends and determines budgetary needs of department and presents recommendations to school board. Monitors approved budget to ensure expenditures are within established limits and maintains accurate inventory of all equipment and supplies.
6	Interviews, recommends for hire, trains and evaluates coaches and directors for extracurricular programs; conducts information meetings to update staff on new issues or guidelines.
7	Represents athletic department at various functions, meetings, and activities, and promotes and publicizes program.
8	Coordinates with City Manager, Plato Baseball for use of City facilities.
9	Oversees collection and accounting of activity fees, gate receipts, and payment of workers, etc.
10	Coordinates building and facility usage for District, i.e., including arranging for custodians, audio visual, etc.
11	Responsible for facility assessment and development.

12	Responsible for supervision of home events and/or arranging supervision.
13	Monitors and enforces academic and general eligibility of those students in extracurricular activities in compliance with local policies and MSHSL.
14	Disseminates information to staff, students, parents, public, and press.
15	Publishes monthly calendar of district events and some community events for schools community.
16	Publishes school year calendar.
17	Responsible for keeping his or her portion of the website updated.
18	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Bachelor's Degree in Physical Education or Athletic Administration or related, and possession of Minnesota teaching certificate, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of District and State High School League procedures, policies and organization as it pertains to extracurricular activities. • Knowledge of individual activity policies and procedures as applies to administration. • Knowledge of the principles, practices, and techniques of supervision. • Knowledge of principles and practices of school financing and budgeting. • Knowledge of safety procedures. • Knowledge of available community resources as concerns fund raising, facilities, etc.
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Skills Required	<ul style="list-style-type: none"> • Evaluating and assessing student interests and needs. • Skill in planning, organizing and implementing extracurricular activity programs. • Skill in emergency decision making "crises." • Skill in interviewing and evaluating the performance of employee/applicants against objective standards. • Skill in budgeting for staff, uniforms, equipment and future needs. • Skill in conducting public relation activities, events and public presentations. • Fund raising – working with Booster Clubs. • Skill in organization, scheduling, and supervising large public events – and accounting for all payments necessary. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to provide and receive work direction.
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Physical Activities/ Requirements	<p>Balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.</p>
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