

**TITLE:** DIRECTOR OF DISTRICT MSHSAA ACTIVITIES

**QUALIFICATIONS:**

1. A combination of 5 years successful experience in teaching, coaching and/or school administration.
2. Minimum of a Master's Degree
3. Thorough knowledge of all MSHSAA programs including athletics, band, vocal music, speech, debate, drama, cheerleading and flags.
4. Effective evaluation skills to continually improve district MSHSAA activities and performance of coaches and sponsors
5. Skills in communication and interpersonal relations
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Superintendent , High School Principal and Middle School Principal

**SUPERVISES:** Collaborates with the building principals in the supervision and evaluation of coaches and sponsors employed for district MSHSAA activities.

**JOB GOAL:** To assist the administration in providing a comprehensive district activities program for students following MSHSAA regulations and school policies.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists with recruiting, interviewing, and recommending candidates collaboratively with administration for employment.
2. Initiates and collaborates with building principals in the annual evaluation process of coaches and sponsors.
3. Ensures that each coach and sponsor is aware of school district policies and adheres to the MSHSAA regulations.
4. Responsible for administering the athletic budgets and ordering athletic supplies and equipment.
5. Maintains all reports as required by MSHSAA regulations and school policy.
6. Prepares and submits all necessary MSHSAA eligibility lists after the information is received from coaches and sponsors.
7. Meets annually with all coaches and sponsors prior to the start of each school year.
8. Supervises athletics and activities events in collaboration with building principals.
9. Coordinates bus scheduling for district MSHSAA activities.
10. Designs and maintains a master schedule of all 7-12 interscholastic MSHSAA events with the goal of minimizing schedule conflicts between games, concerts and other school sponsored events.

11. Secures all workers, officials, judges and emergency personnel; coordinates required transportation; and prepares programs for home contests in collaboration with building principals.
12. Maintains the teachers' assigned duty schedules for district MSHSAA activities along with custodians in field/court and facility preparation, cleaning and upkeep.
13. Provides a system of accountability and security for all game/program receipts collected for all district MSHSAA events and activities.
14. Coordinates with coaches and sponsors district MSHSAA activities awards programs, parents nights, pre-season parent meetings, etc.
15. Provides a system to initiate timely information to all appropriate news media regarding athletic events and activities.
16. Serves as school district liaison to community recreation programs and assists with coordination of the sharing of facilities with college athletic teams.
17. Serves as school district liaison to the Athletic Booster Club.
18. Ensures that all coaches and sponsors are certified on CPR, AED and First Aid.
19. Performs other tasks and assumes responsibilities as assigned by the high school principal and/or Superintendent.

EMPLOYMENT:                      Salary and work year to be established by the Board of Education.

EVALUATION:                      Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Professional Personnel.

Signed:\_\_\_\_\_ Date:\_\_\_\_\_  
(Director of District MSHSAA Activities)

Signed:\_\_\_\_\_ Date:\_\_\_\_\_  
(Superintendent)