

## **ACTIVITIES DIRECTOR**

**POSITION TITLE:** Activities Director

**SUPERVISOR:** Superintendent/ Principal

**QUALIFICATIONS:** Be employed at Braymer C-4 School as a classroom teacher. Have general knowledge of all sports in which the school district participates. Have at least three years successful experience as a head coach and any other qualifications as the Board may find acceptable.

**PRIMARY FUNCTION:** To provide each enrolled student of appropriate grade level and age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and principles of fair play.

### **POSITION RESPONSIBILITIES:**

1. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
2. Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
3. Arranges for officials, timekeepers, and scorekeepers for all athletic events.
4. Arranges for transportation for athletic contest participants.
5. Establishes the physical and academic requirements of eligibility for participation in each sport, as required by the Missouri State High School Activities Association, and verifies each athlete's eligibility.
6. May deal with the practice schedules, in consultation with the head coaches, for the fields and gymnasiums and avoids, when possible, conflicts with other activities and will consult with the administration concerning any problems.
7. Assists in providing for the physical examination of all athletes prior to the beginning of each season and assist coaches in planning summer camps/activities.
8. Consults with the administration concerning maintenance request that pertain to the athletic program.
9. Consults with building principal and or custodial staff to determine the preparedness of athletic facilities.
10. Develops printed athletic schedules through a sponsoring agency; forwards copies of such to the local media. Also develops the team rosters.
11. Stays abreast of the MSHSAA regulations and guidelines, MSHSAA district assignments and responsibilities and conference regulations.

12. Assists in planning the recognition programs (banquets) for school athletes in cooperation with the athletic booster club.
13. Arranges necessary personnel to properly run contests.
14. Completes coaching applications and certification process.
15. Works with coaches to see that teams are properly equipped.
16. Ensure appropriate supervision at all athletic events.
17. Conducts annual coaching performance assessments.
18. Maintains all required athletic records.
19. Other duties as may be assigned by the building principal or superintendent.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will occasionally sit, walk, or stand. The employee will require the ability to attend activities at various locations. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee should possess sufficient hearing to hear conversations in person and on the telephone. The employee will frequently work irregular or extended work hours while performing the duties of this job.

Braymer C-4 School District

Adopted July 13, 2009

(Local)

