

**ATHLETIC/ACTIVITIES DIRECTOR**

**Position Description:** The position of athletic/activities director exists for the purpose of coordinating the school system's overall program for extra-curricular activities. The athletic/activities director reports to the high school principal and or the superintendent.

**Position Goal:** To provide the opportunity for all secondary students to participate in extracurricular activities and to coordinate such activities to insure that the activities and their operation assist the school system in attaining its stated purpose and goals.

**Performance Responsibilities:** The athletic/activities director is responsible for developing, implementing, operating and evaluating the district's extra-curricular activities program. Such responsibility includes but is not limited to:

1. Developing and placing into operation the appropriate rules and regulations governing extra-curricular activities.
2. Providing leadership in the selection assignment, and evaluation of athletic coaches and assistant coaches.
3. Assuming responsibility for the evaluation of athletic coaches and assistant coaches. May assist in the evaluation of any sponsor of an extra-curricular activity.
4. Assuming responsibility for the organization and scheduling of all interscholastic events with the authority to delegate individual event scheduling to the respective coaches or sponsors while retaining final approval of any scheduling done by the respective coaches or sponsors.
5. Arranging transportation for interscholastic event participants and establishing related procedures.
6. Hiring and contracting with officials for home athletic events and directing the payment for such services.
7. Establishing the physical and academic requirements of eligibility for participation in each extracurricular activity and verifying eligibility and maintaining such records as are necessary for verification.
8. Supervising the cleaning, storage and care of all athletic equipment.
9. Insuring the proper care and supervision of all athletic facilities.
10. Administering the insurance program covering school athletes, and assuming responsibility for all processing of reports and claims.
11. Supervising all ticket sales and fundraising events connected with the athletic program and assumes responsibility for proper handling and accounting of money involved.
12. Assisting with the preparation and administration of the athletic program budget.
13. Keeping adequate and accurate records of junior and senior high athletic contests and also the listing of all athletic award winners, including scholarship recipients.
14. Performing such other task as may be assigned. Position Qualification Requirements

**ATHLETIC/ACTIVITIES DIRECTOR (Cont.)**

Degree/Certification/Work Experience

Bachelor’s degree required, Master’s degree preferred; must meet certification requirements of the State Department of Education; experience as a head coach at either the junior high or high school level, or administrative experience

Term of Office

The athletic/activities director is employed from August 1 to May 30 of each year.