

JOB DESCRIPTION

Position: Activities Director
Status: Classified
Reports to: High School Principal
Salary: Contract Addendum

Desirable Qualifications:

- Exceptional leadership and organizational skills
- Outstanding attention to detail
- Excellent communication, public relations, and interpersonal relations skills
- Ability to represent the school district as an ambassador to the community and general public
- Adequate understanding of the sports and activities sponsored by the school
- Demonstrated ability to use sound, mature judgment in decision-making
- Ability to interpret, and apply policy, procedures, contract provisions and data
- Coaching experience strongly preferred

Performance Responsibilities:

General Responsibilities: The Activities Director organizes and administers the district's program of interscholastic athletics and extracurricular activities including development and support of school "spirit."

Responsibility to the District imposes the following obligations:

- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain a high level of confidentiality as required by law in all matters relating to personnel, student records, technology access and with regards to district office conversation.
- Use discretion in commenting on school matters, including performance of school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be followed at all times.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:

- Maintain positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and general public.
- Be fair and equitable in treatment of all students and staff.

Essential Functions

- Be aware of and implement the rules and requirements of Wrangell Public Schools, ASAA and the State and require students and staff to work within these requirements
- Maintain a drug, alcohol and tobacco free environment at all times while working with students
- Facilitate the TAD (Tobacco/Alcohol/Drug) orientation for all students involved in activities
- Monitor the student drug testing program
- Assume twenty-four hour per day availability for students and coaches while they are on school-sponsored trips, for emergency purposes
- Assume twenty-four hour per day availability for visiting coach/advisors for any emergency situations as they arise

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- Develop a plan and implement fundraising for all ASAA sanctioned sports/activities and provide documentation of such to the administration on a quarterly basis
- Accept activities complaints/concerns, investigate and report information to the school principal
- Distribute and collect for approval: fund-raising forms, dance request forms and community service forms; document date forms are submitted, and date approved
- Maintain personal and student standards that would compliment our school and community
- Takes safety precautions and reports any unsafe conditions.
- Promptly submits accurate accident/incident reports.

Scheduling:

- Assume responsibility for the organization and scheduling of all interscholastic/intramural athletic and general activities/events
- Obtain rosters from visiting schools and oversee production of game programs
- Ensure housing procedures are followed
- Oversee and provide transportation (pick up and delivery) for visiting teams
- Complete ASAA eligibility forms, rosters, academic lists, student waiver forms, etc. as necessary
- Work with the district Accounting Clerk to make sure that travel arrangements are made in a timely manner, for student teams who are traveling out of town..
- Arrange all details of visiting teams' needs and provide assistance as appropriate.
- Arrange field and gym practice schedules and supervise preparation of areas for contests.
- Ensure that gymnasiums, training rooms, preparation rooms and related areas are appropriately stocked with necessary supplies and that the areas are clean, orderly, and well-maintained

Activity Supervision:

- Provide supervision of school facilities during events and secure facilities after conclusion of events
- Open building for visiting teams prior to game time and on weekends for workouts
- Serve as event coordinator for cross-country meets, wrestling meets, art festival, music festival, drama/debate meets and regional/state tournaments or events with multiple teams participating
- Assume responsibility for assuring that facilities are prepared for home events
- Recruit volunteer workers for scoring, timing, and judging home events
- Coordinate with referees to make sure all home contests will be adequately covered
- Announce names at events
- Provide crowd control as necessary
- Keep proceeds of gate secure and turn in to secretary for accounting
- Make copies of game results for coaches after games

Advisors/Coaches:

- Assist district office personnel to recruit advisors and coaches for extra-curricular positions and make recommendations to the high school principal/superintendent
- Provide consistency for coaches among programs in terms of eligibility, travel requirements, accommodations, etc.
- Provide coaches/advisors with pertinent district, regional and State information relating to their activity
- Monitor/manage coaches' certification
- Monitor/manage concussion training for coaches and athletes
- Document pre-season meetings with coaches (agendas, dates, etc.) and receipt of extra-curricular coaches' handbooks
- Keep records of physical exams, activity cards and medical release forms; provide traveling coaches with medical release forms and instruct them to have them in their possession in the event of an accident

- Assist coaches and activity advisors in maintaining up-to-date inventories, accurate records of properties and organization of assigned areas
- Complete evaluation forms on coaches and advisors immediately upon completion of their season.
- Complete advisors/coaches' stipend requests and forward to payroll

Communications:

- Maintain coach's handbook, student activities handbook, team brochures, schedule format and all tournament communications
- Foster positive school-community relations by keeping the community aware of and responsive to the activities' programs.
- Provide media, staff, student council and others with yearly activity lists, a list of home events and dates, schedules, brackets, etc.
- Keep records of the results of all athletic contests and communicate information to media

Finance:

- Monitor the activity/athletic program budget. Work with the high school secretary to maintain accurate financial records.
- Supervise all ticket sales and fundraising events of the activities programs and assume responsibility for proper handling of funds.
- Determine and requisition program supplies, equipment, rulebooks, and uniforms in cooperation with advisors, head coaches and the principal.
- Maintain student fee payment records for each sport

Other:

- Ensure that required equipment is properly maintained to provide appropriate safe operation.
- Administer the physical and academic requirements of eligibility for participation in each activity and verify each student's eligibility; verify and record the physical examinations of all athletes prior to the beginning of each season.
- Obtain roster information from coaches; organize and send to schools for weekly competitions
- Submit all student information to Region V tournament director in a timely manner for inclusion in the tournament program
- Plan and supervise seasonal recognition programs and varsity letters for school activity participants
- Obtain and submit student names and awards for school board recognition
- Represent Wrangell Public Schools at local, district, regional and state athletic meetings as required
- Fulfill other duties as assigned

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read and understand the above job description.

Signature of Employee

Date

It is Wrangell Public School District's policy to not discriminate based on race, color, national origin, sex or disability.