

Director of Activities

Reports to: High School Principal or Junior High Principal

Qualifications

- Education: Masters Degree in Administration, preferred.
- Certification: Appropriate Missouri Administrative Certificate.
- Experience: Two (2) years teaching experience and two (2) years head coaching experience.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Ability to supervise and evaluate coaches/sponsors. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

Functions

1. Organize, supervise, maintain, and develop the activities program at Branson Schools.
2. Develop and implement written procedures that will insure a smooth and efficient operation of the program.
3. Complete a schedule for all games, tournaments, and contests prior to the end of each activity/sport season. Keep all contracts on file.
4. Contract with officials following the MSHSAA guidelines.
5. Assure all summer camps meet local/state requirements. Complete the summer camp schedule before June 1st of each year.
6. Assume responsibility as the liaison between the Booster organizations and the school system.
7. Insure all work crews, gatekeepers, scorers, bookkeepers, timers, etc., are properly scheduled.
8. Maintain a consistent recognition program for each area of athletic and activity competitions.
9. Responsible for the scheduling, supervision, and control of all tournaments.
10. Work with the Director of Transportation to establish a bus schedule for each activity area.
11. Insure all provisions are made for team lodging and expenses, if needed.
12. Work with the Director of Physical Plant to assure maintenance and safety of facilities are acceptable.

13. Insure adequate measures of control are taken for the safety and protection of all players, participants, coaches, sponsors, and spectators.
14. Provide adequate storage of all materials and supplies purchased through the activities department.
15. Develop measures to insure adequate security of the facilities for each of the activity areas.
16. Follow all state, local, and MSHSAA guidelines at all times.
17. Assure appropriate written handbooks for each area of athletics are developed to insure that skills are developed at each particular grade level and that skills are refined as the student progresses from grade to grade. Establish entry level skills for 7th, 9th, and 11th grade students. Assure entry level skills are a part of the player selection and participation guidelines.
18. Establish a process whereby each coach and sponsor receive an extensive evaluation which becomes a part of the overall teacher evaluation process.
19. Present an overview of each activity season to the Board of Education, outlining the strengths and concerns of the activity. Prepare recommendations for future placement and stipend of coaches and sponsors.
20. Require all coaches and sponsors to produce inventories of their departments.
21. In February of each year, request all requisitions for the upcoming year from all coaches and sponsors. Make recommendations to the Administration concerning the requests.
22. Maintain appropriate records on all purchase orders.
23. Submit a recommended budget to the principal.
24. To insure proper payment of officials and work personnel, establish a payment procedure, as per auditors' recommendation.
25. Establish procedures to collect, count, and deposit all gate receipts.
26. Insure events are provided with needed concessionary services and that profits from the concession go to the respective athletic or activity organizations or groups helping with the services.
27. Extend school facilities for community use, when appropriate.

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 essential functions.

Physical Demands

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings and supervise bus loading and unloading areas and sit for an hour or more at a time. This individual

Director of Activities (cont.)

must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

Hearing

Must be able to hear a conversation in a noisy environment

Attendance

Consistent and regular attendance is an essential function of this position

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment; however the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the High School Principal or Junior High Principal. The Director of Activities will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the High School Principal or Junior High Principal.

Length of Contract

12 months

Type of Position

Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.