



Annandale Public School District 876

JOB DESCRIPTION

Position Title

Activities Director

Department:

Activities

Unit:**Immediate Supervisor:**

Superintendent

Grade Placement:**FLSA Status:****Job Summary:**

Responsible for the development and delivery of a successful activity program including budgeting, hiring, scheduling, engaging in public relations, communicating with coaches, advisors, parents and students and working with booster groups and other community and business stakeholders.

Work Year: 220 Days

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Lead and supervise the development, implementation, coordination and evaluation of a balanced activities program, and plan and initiate changes as appropriate.
2. Recruit, hire, recommend, assign, train supervise and evaluate coaches and activity advisors district-wide, and plan and initiate changes as appropriate.
3. Develop and maintain positive public relations with school staff and the general public through seasonal advisory board meetings, periodic coaches and advisors meetings, and School Board meetings as requested.
4. Develop, submit and follow appropriate program budgets.
5. Work with booster groups, the business community and other appropriate groups to design and coordinate a fundraising system for athletic/activity programs and facilities.
6. Develop a handbook describing duties and responsibility of coaches, advisors, students and parents. Include the process for evaluation of staff, ways to promote co-curricular students for college scholarships and criteria for lettering.
7. Assist other administrators and directors in administering the procedures, policies and directives of the District and the MSHSL.
8. Promote interest in and attendance at activity events.
9. Attends all home activity contests and/or arranges for proper supervision of home activity contests by administrative personnel.
10. Attend meetings, workshops and training sessions as directed by supervisor.
11. Perform other administrative related duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Bachelor's Degree
- Administrative license preferred

Knowledge required to perform the essential functions of the job:

- Knowledge of the overall operation of an athletic/activity program.
- Knowledge of school finance and budgeting.
- Knowledge of office computer software and scheduling software.
- Knowledge of MSHSL policies and procedures.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Ability to use communication skills effectively when reading, interpreting, speaking, and writing.
- Ability to Interpret school board policy to the extent necessary to provide guidance for the schools and coaches under his/her jurisdiction.
- Ability and willingness to interact and work effectively with all students, staff, and community members in a positive manner.
- Ability to manage all home interscholastic contests and, when admission is charged, is responsible for the safekeeping and deposit of gate receipts.
- Ability to apply general clerical skills
- Ability to apply a high degree of organizational skills
- Ability to apply basic financial and accounting principles.
- Ability to apply knowledge of technology in performance of job duties.
- Ability to provide guidance to coaches and advisors in regards to budget, procedures, etc.
- Ability to be persistent, tactful and quite clear about their expectations.
- Ability to handle problem situations with good judgment, decisiveness, and calmness.
- Ability to provide solutions that are direct and effective and delivered in a clear, candid and kind manner.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Exerting up to 25 pounds of force and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.