



EXCELSIOR SPRINGS
S C H O O L D I S T R I C T
— *Together, Achieving Excellence* —

Position Description

POSITION TITLE: High School Activities Director
F.L.S.A. Exempt Professional
REPORTS TO: Building Principal

QUALIFICATIONS

1. Appropriate certification for the State of Missouri; Teaching experience preferred.

RESPONSIBILITIES AND PERFORMANCE OBJECTIVES:

PARENTS

1. Collaborate with internal and external personnel, parents, students, public agencies, etc. (e.g. booster groups, Grounds Department, etc.) for the purpose of implementing and/or maintaining services and programs.
2. Foster positive school-parent relations by maintaining communications related to rules and regulations on extra-curricular activities.
3. Serve as the liaison for the administrative team to parent booster clubs.

COMMUNITY

1. Represent the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
2. Foster good school-community relations by keeping the community aware of and responsive to the athletic/activity program.
3. Prepare and distribute a monthly activity and special events calendar to all school buildings and staff.
4. Be proactive and cooperate with media in regards to game and event coverage.

SUPERVISION AND EVALUATION

1. Supervise school events and activities for the purpose of providing administrative presence and ensuring a safe environment.

2. Conducts performance appraisals on assigned personnel (e.g. coaches, assistant coaches, band and choir directors, etc.) for the purpose of providing professional growth, ensuring that standards are achieved and performance is maximized.
3. Develop philosophy and goals for the total activities program.
4. Assist in selecting, assigning, and evaluating (including goal-setting) all extra-curricular personnel.
5. Assume a leadership role in the orientation, training, and supervision of extra-curricular personnel.
6. Prepare and annually revise the Director/Sponsor/Coach handbook.

STUDENTS

1. Enforce eligibility standards and basic participation policies for the purpose of complying with Missouri State High School Activities Association guidelines.
2. Establish and enforce the physical, academic, and training requirements of eligibility for participation.
3. Maintain a file of students' physical exams, insurance, parental consent, eligibility, and handbook forms, ensuring for accuracy and completion.
4. Maintain a file of all suspensions and expulsions from teams, organizations, and groups in regard to giving each student his/her due process.
5. Keep records of the results of all activities and maintain a record file of all award winners, stating the date and type of award, including scholarships.
6. Prepare and annually revise the student activities handbook. This would include, but is not limited to:
 - a. Eligibility
 - b. Lettering requirements
 - c. Physicals
 - d. Insurance
 - e. Sportsmanship
 - f. Awards
 - g. Conditioning
 - h. Discipline
 - i. Chemical abuse
 - j. College requirement and eligibility

BUDGET

1. Authorize payment of all expenses incurred within the activities program.
2. Plan and coordinate student body fundraising activities.
3. Administer and coordinate membership requirements, finances, and financial activities of all school sponsored clubs.
4. Prepare and administer the athletic program budget.

EVENTS

1. Schedule all activity facilities for practice, competition, non-school, and rental use. Resolve conflicts when necessary.
2. Responsible for the organization and scheduling of extra-curricular contests and events. Contracts officials for all home contests and activities.

3. Arrange transportation for away contests and events. Approve and communicate early release for students.
4. Arrange for proper supervision at activities by appropriate personnel
5. Make arrangements for all out-of-town trips that require lodging and/or meals.
6. Arrange for paramedics and/or doctors to attend all home varsity football games and larger events as necessary.
7. Arrange for security at home events when necessary.
8. Responsible for assigning timers, scorekeepers, etc. for all home events.
9. Responsible for the scheduling of workers, purchasing supplies and management of concession stands.
10. Schedule and supervise the athletic trainer.
11. Supervise the gatekeepers for all home contests.
12. Supervise all ticket sales and fundraising events of the athletic/activities program, and assume responsibility for proper handling of funds.
13. Arrange all details of visiting teams' needs, including gymnasium services and field assistance as appropriate.
14. Assist in the planning and organization of all activities awards programs.
15. Schedule and coordinate all assemblies.
16. Lead administrator in Homecoming and Winter Sports week activities.

EQUIPMENT AND FACILITIES

1. Make recommendation for improvement of facilities and assist in the planning of new additions to existing facilities.
2. Responsible for approval of keys to activities facilities.
3. Coordinate the cleaning of activities facilities. S Supervise activities custodians.
4. Keep inventories of uniforms, equipment, etc. for all activities.
5. Provide for the repairing, sanitizing, and storing of activities equipment.
6. Make arrangements for non-school use of playing fields and facilities. Follow all district contract procedures and guidelines when scheduling non-school groups or organization requesting rental/use of high school facilities.
7. Establish and maintain the school master calendar, as well as report events for the district facility calendar.

ORGANIZATIONS

1. Represent the school district in matters of interscholastic activities with the Missouri State High School Activities Association (MSHSAA).
2. Represent the school district in matters of interscholastic activities with each secondary league of affiliation, including, but not limited to the Missouri River Valley Conference (MRVC).
3. Certify the eligibility of each participant and submit the official report to MSHSAA.
4. Develop and continue to evaluate appropriate rules and regulations governing the conduct of extra-curricular activities.
5. Represent ESHS in all activities business at local, conference, state and national meetings.
6. Ensure that all teams and individuals follow the rules and regulation of ESHS and MSHSAA.
7. Responsible for registering ESHS teams and individual with the school district's conference and the MSHSAA.
8. Assist with preparation of information for the college bound athletes and file reports on each as per the requirements of the NCAA and the NAIA.

LEADERSHIP AND ADMINISTRATION

1. Facilitate communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
2. Facilitate meetings, processes, etc. for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
3. Implement policies, procedures, and/or processes for the purpose of providing direction and/or complying with mandated requirements.
4. Intervene in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
5. Manage a variety of school administrative functions (e.g. student disciplinary policy, interscholastic programs, fine arts events, transportation requests, fundraisers, facility use, etc.) for the purpose of enforcing school, district and state policies, and maintaining safety and efficiency of school operations.
6. Participate in meetings, workshops, and seminars (e.g. professional learning community, staff, committees, MSHSAA meetings, booster groups, etc.) for the purpose of conveying and/or gathering information required to perform functions.
7. Perform personnel functions (e.g. recruiting interviewing, selecting, etc.) for the purpose of recommending selected candidates for contract positions.
8. Prepare a wide variety of materials (e.g. reports, correspondence, audits, Athletic and Activities Handbook, team schedules, budgets, master schedule, electronic calendar, bulletins, requisitions, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
9. Present information (e.g. budget overviews, accounting processes, participation policies, etc.) for the purpose of communication information, gaining feedback, and ensuring adherence to established internal controls.
10. Respond to a variety of inquiries for the purpose of resolving issues, providing information and/or direction.

MIDDLE SCHOOL

1. Work with the Middle School building principal on use of buildings and grounds for activities.
2. Work with the Middle School building principal on purchases involving Middle School Activities.

MISCELLANEOUS

1. Work with other High School administrators in serving as school leader in the absence of the principal.
2. Constantly evaluate the program, always seeking ways of improving activities at ESHS.
3. Promote good sportsmanship and citizenship in the activities program, promoting the MSHSAA Leadership School Program.
4. Perform other jobs as stipulated by the High School Principal.

TERMS OF EMPLOYMENT

Twelve month contract, salary and work year to be established by the Board of Education.

EVALUATION

Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.