

# SEDALIA SCHOOL DISTRICT #200

**Job Title:     Activities Director – High School**

## **Job Overview**

- Director/Coordinator/Licensed Staff salary schedule
- 250 days as set in annual calendar under direction of the Principal
- Reviewed annually with recommendation for re-employment by April 15
- Reports to High School Principal
- Evaluated by High School Principal

## **Qualifications**

- Teacher Certification by the State of Missouri
- Masters degree preferred (athletic administration, administration, sports management, other related field)
- Three or more years of classroom teaching
- Three or more years of supervisory experience as a high school coach or junior high school athletic program
- Understanding of education and the co-curricular and extra-curricular program's relationship to the community and the people served
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the District

## **Other Working Conditions**

- Employed in March with contract effective July 1
- Vacations, leave policies, and fringe benefits as stated in Board policies
- Maintain regular office hours Monday through Friday except when away at meetings representing the district, vacation and holidays, spending the necessary time required to fulfill the duties of the position
- Be a member and participant in the activities of professional organizations
- Opportunity to continue professional preparation with the prior approval of the Superintendent
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

## **Responsibilities and Duties**

- Possess a thorough understanding of, and an ability to relate to youth
- Manage all district approved MSHSAA athletic/activity programs, or other activities assigned by administration
- Follow all Missouri State High School Activity Association rules and by-laws
- Coordinate conference athletics and follow conference rules and by-laws
- Serve on the District Activities Advisory Committee (sportsmanship committee) which is chaired by the high school principal
- Evaluate all high school head coaches/sponsors, with input from the high school principal
- Assist head coaches/sponsors in the evaluation process of assistant coaches/sponsors throughout the programs
- Assist high school administration and junior high administration/activities director in the selection and placement of athletic/activity coaches/sponsors

- Conduct biennial evaluations of district athletic/activity programs with input from coach/sponsor and provide report to the board of education (schedule provided)
- Schedule, by contract when appropriate, all athletic events at the high school level
- Schedule, contract, and arrange payment for all officials, referees, judges, etc. according to district policies and regulations
- Schedule timekeepers, scorekeepers, gatekeepers, security and other personnel necessary to the efficient conduct of high school athletic/activity events
- Schedule the use of facilities for practices and events to coincide with other building usage and report schedules for the district facility calendar
- Secure a physician, ambulance service and interpreters as appropriate for high school athletic/activity events
- Secure and contract when appropriate for athletic training services
- Coordinate and communicate effectively with district athletic training personnel
- Schedule transportation for all high school athletic/activity trips
- Develop and monitor the athletic budget in conjunction with the district Chief Financial Officer, and the high school and junior high school principals
- Communicate with the high school and junior high school principals, as well as central office administration regarding fundraising events connected with athletic/activity programs
- Communicate with booster clubs that relates to high school and junior high athletic/activity programs and report related issues to the appropriate building level administration
- Lead in the promotion of the athletic/activity events by communicating schedules to the press, staff, students and parents
- Coordinate eligibility, insurance, physicals, athletic code and other reporting requirements for athletics/activities
- Assist the district Health Coordinator in providing a yearly 'Free Physical Night' for district athletic/activity students
- Provide direction to high school coaches/sponsors and Junior High Activities Director, regarding the appropriate cleaning, storage, care and inventory of all athletic equipment
- Maintain records of athletic event results and a file of award winners
- Coordinate with high school coaches and sponsors to promote and supervise recognition programs for student participation in athletic/activity programs
- Promote good sportsmanship/citizenship in the athletic/activity programs
- Lead staff development opportunities for district coaches/sponsors
- Facilitate district-wide coach/sponsor meetings and provide guidance to junior high Activities Director for appropriate coach/sponsor grade level meetings
- Assist with maintaining athletic handbook for coaches, sponsors, students and parents
- Responsible for supervision of high school MSHSAA approved activities with assistance from administration and other certified staff
- Advocate for all athletic/activity programs and their participants
- Work collaboratively to coordinate fundraising efforts within the community that support all athletic/activity programs
- Represent the district and the athletic/activity department within community events and functions in an effort to promote the success of all programs
- Cooperate with Central Office administration, and high school/junior high administration in the formulation and planning of district policies and procedures
- Work collaboratively with high school administration, coaches, and sponsors for the betterment of Smith-Cotton athletics and activities
- Collaborate with youth program sponsors in the community
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the high school and junior high principals

**DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.