

Job Description, Activities Director

406.01R4

The board of education expects that the person who is assigned as activities director will have a sincere interest in relating with students in a non-classroom setting. He or she shall have had experience as a coach or shall have directed other school activities. The person serving as activities director shall possess a balanced perspective toward the role of student activities in an academic setting and have an appreciation for the value of student activities in a student's school and family life.

The activities director shall be assigned, supervised, and evaluated by the school principal and the duties shall include, but not be limited to the following:

- I. Developing, maintaining, and updating activities policies and the activities handbook. Seeing that all activities participants receive copies and are made aware of the school district activities participation policies after these policies have been approved by the school administration and board of education.
- II. Assisting administration in selecting and interviewing applicants for activities positions.
- III. Assigning and evaluating activities sponsors, in cooperation with administration.
- IV. Overseeing the required training of activities sponsors in such areas as first aid and CPR, and concussion awareness.
- V. Continually assessing activities program needs.
- VI. Overseeing, with assistance of administration and maintenance supervisor, the proper maintenance of playing fields, gymnasiums, and the equipment of all activities.
- VII. Coordinating all co-curricular and extra-curricular activities.
- VIII. Maintaining an up-to-date inventory of equipment and supplies for all activities, with assistance of activity sponsors.
- IX. Scheduling all activities and keeping the administration informed of the schedule and any change in the schedule. Signing and executing of all written contracts for athletic events and officials. Scheduling all activities so that there is a minimum of interference with the regular school program.
- X. Ordering and purchasing equipment as needed for all activities, after counsel with activity sponsors and the approval of the school principal.
- XI. Developing, maintaining, and updating the activities calendar for the complete school year. Keeping all educational service employees and certified employees apprised of both near-term and future events.
- XII. Publishing co-curricular and extra-curricular activity schedules with the media.

- XIII. Promoting staff relations through regular meetings with all sponsors of activity events.
- XIV. Maintaining a positive working relationship with booster clubs. Maintaining records and awards for activities, and other public relations tasks that may arise.
- XV. Representing the school at all conference, state, or district meetings at the discretion of the school principal.
- XVI. Assigning supervisory personnel, ticket sales, security personnel, and other workers needed for all home activities.
- XVII. Being responsible for all monies received as admission or entry fees for home activities and seeing that these are identified and deposited in the proper school account.
- XVIII. Assisting activity sponsors in preparing year-end reports to be presented to the administration. This report should include an inventory of equipment.
- XIX. Performing such other tasks and duties as may be assigned by administration.
- XX. Minimum physical activities:
Having the ability to perform the physical activities and work in the environmental conditions as follows:
 - A. Requires prolonged sitting or standing, and possible eye fatigue.
 - B. Must occasionally work in noisy and crowded environments with numerous interruptions.
 - C. Requires stooping, bending, kneeling, turning, balancing, and reaching.
 - D. Spending time outside during inclement weather is possible.
- XXXIII. Minimum educational preparation requirements:
 - A. Must have a Bachelor's degree in education and hold a valid Nebraska teaching certificate. Previous successful activity experience.
 - B. Demonstrate effective and articulate use of the English language in both oral and written communications. Computer knowledge required.
 - C. Demonstrate Visual acuity in judging work performed, and possess ability in the assessment and evaluation of skills.

Legal References:

- §79-101 Teaching Defined.
- §79-501 District Boards, Hiring of Superintendent, Teachers, and Personnel.
- §79-567 Board of Education, Power to Select Officers and Employees.
- §79-804 through §79-816 Certification Requirements.
- §79-817 Schools, Written Contracts Required.
- §79-859 through §79-871 Professional Practices Commission.

Adopted: June 1, 1997

Revised: August 10, 2015