

Activities Director

Chillicothe R-II School District Job Description

Position Title: Activities Director

BOE Approved: 2-26-2024

Department: High School/Middle School

Reports To: Principal and Superintendent

FLSA Classification: Exempt

SUMMARY: Maintains, organizes and administers the overall program of MSHSAA sanctioned events, clubs and organizations as participated by Chillicothe R-II High School and Middle School.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provides general supervision to students.
- Oversees and supervises extra-curricular activities.
- Represents the District in matters of interscholastic activities with MSHSAA.
- Represents the District in matters of interscholastic activities with the Conference.
- Responsible for keeping budgets of all student activity accounts.
- Develops and continues to evaluate appropriate rules and regulations governing the conduct relating to activities.
- Purchase athletic equipment and supplies with approval of the administration and the Board of Education.
- With assistance from coaches, keep an up-to-date inventory of all equipment, uniforms, and advise the Principal annually of the condition of such.
- Annually prepare a budget for all areas of the athletic department and submit to the Superintendent for approval.
- Assists in selecting, assigning and evaluating all coaching personnel. Assumes leadership role in the orientation and in service training of coaching personnel.
- Responsible for the chain of command between coaches and administration, and the harmony within the Athletic Department.
- Develops and continues to evaluate appropriate rules and regulations governing the conduct relating to activities.
- Supervise so that all practice times are observed.

- Interpret the athletic program to the students.
- Oversee the student drug testing policy and procedures.
- Is responsible for the organization and scheduling of activity events. Contracts officials for all athletic contests. Collaboratively assigns administrators to various duties for each contest, and assign faculty supervisors when administrators are not available.
- Inform other schools of changes and conflicts in schedules.
- Manage tournaments and set up seeding meetings, hospitality rooms, and all other tasks needed to run a successful tournament.
- Supervise preparation of field and gym for games and secure persons to operate the clock, keep official score, serve as the announcer, and be gate workers.
- Arranges transportation for away activities.
- Fosters good school-parent relations by maintaining communications relative to rules and regulations.
- Enhance the district's public relations with organizations and civic clubs by attending and representing the athletic department.
- Establishes and enforces the physical, academic and training requirements of eligibility for participation.
 - With respective coach, ensures all athletes have had their physical examination before participation, and parent permission slips have been signed before allowing an athlete to participate.
 - With respective coach, ensures all athletes have indicated if they have insurance or a note stating the family has adequate coverage.
 - Supervise with respective coach the eligibility of all student-athletes before allowing them to participate.
- Prepare State reports and a list of student's names that are eligible to participate in a desired sport to schools on our schedule through MSHSAA, and shared rosters to schools for programs. Distribute bulletins from Missouri State High School Athletic Associations rule changes and State sponsored tournaments to appropriate coaches and administrators.
- Other reasonable duties as assigned by the administration.

SUPERVISORY RESPONSIBILITIES:

Supervises all head and assistant coaches in the Athletic department. Responsible for the overall direction, coordination, and evaluation of athletics, carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE: Valid Teaching Certificate, Master's Degree preferred with a minimum of three years coaching experience.

EVALUATION: Performance of this position will be evaluated by the Building Level Administration and Superintendent.

PHYSICAL REQUIREMENTS: Good verbal and communication skills and mobility to observe coaches in action.