



## District Activities Director

<b>FLSA Status:</b> Exempt	<b>Qualifications:</b> Master's degree level certification in school administration Athletic administration and/or Certified Athletic Administrator (CAA) certification from the National Interscholastic Athletic Administrators Association	<b>Certification and Licenses:</b> Missouri teaching certificate
<b>Clearances:</b> Criminal Justice Fingerprint/Background Clearance	<b>Salary Schedule:</b> Per Admin Schedule	<b>Experience:</b> Coaching or program leadership experience preferred

### Reports to

Executive Director of Operations, HS Principal

### Terms of Employment

12 months, 260 day work calendar, benefits as designated by board policy

### Purpose Statement

The Platte County R-3 District Activities Director is responsible for the leadership, development, coordination and supervision of all K-12 activities programs which include; extra-curricular sports and activities, co-curricular activities, intramural programs, and district-wide clubs. The District Activities Director will provide administrative direction and oversight of all activity programs in the district. The director is responsible for ensuring compliance with all Missouri State High School Activities Association, state and federal rules and regulations, district policies, administering funds and accounts in a fiscally responsible manner and sustaining a culture of sportsmanship, professionalism and respect at all levels

### Essential Job Functions

- Lead, direct, and implement high quality athletic/activities programs for the purpose of enhancing the student experience and preparing students for a successful future through the development of essential life skills
- Successfully implement equitable student experiences through high quality athletic, extracurricular, co-curricular, intramural programs and student clubs across the district
- Promote district activity programs through positive publicity, effective community and staff engagement and meaningful collaboration/communication to encourage participation and contribute to program success
- Maintain consistent and regular attendance, willing to work long hours to accomplish program goals
- Establish and maintain a healthy, positive culture conducive to performance excellence and student growth
- Demonstrate a commitment to continuous learning to keep abreast of current practices, leadership strategies, legal issues, policy updates, and proper care and supervision of student participants
- Develop, manage and administer budgets for all activity programs including appropriate collection and handling of all gate receipts to ensure compliance with all district cash handling and management procedures
- Chair and direct a district Athletic/Activity Council for grades 7-12 for the purpose of providing leadership opportunities for students and obtaining feedback for ongoing program improvement
- Develop system of celebrations to honor high levels of student and staff performance and accomplishment

- Supervise and evaluate all coach/sponsor personnel for recommendations on hiring, disciplining and firing decisions as well as providing feedback for improvement
- Represent the district in a positive and professional manner by setting high expectations for self and others using strategies that motivate others towards excellence
- Utilize appropriate strategies and problem-solving skills to make decisions concerning the activities program performance, resolution of concerns/complaints, utilization of funds, and handling student or staff issues
- Prepare accurate and thorough annual report with relevant information for each activity program to provide highlights of success, key performance indicators, opportunities for improvement, and recommendations for program changes
- Collect, monitor and analyze all data and statistics related to athletic/activity programs such as roster demographics, eligibility requirements, try-out data, etc. in order to ensure eligibility compliance and to evaluate program performance
- Develop guidelines that provide best practice safety measures and processes for participant safety including how to monitor and manage weather conditions, safe facility use, proper student supervision plans, crowd control, and medical support for student participants
- Respond to inquiries, complaints and concerns in an effective and timely manner
- Demonstrate effective communication with all key stakeholders to obtain feedback to assist with program improvement and to build trust and support for district activities
- Establish training, mentoring and professional development opportunities for the learning and growth of all coach/sponsor personnel to include at a minimum:
  - Activities Handbook review and beginning of year checklist of essential duties
  - Updates on legal issues on an annual basis
  - Student motivation and development
  - Reporting compliance and documentation
  - Effective program promotion and participation encouragement
  - Quality communication strategies (including appropriate use of social media)
  - Leadership development and effective personnel management
- Supervise and evaluate all coach/sponsor personnel for recommendations on hiring, disciplining and firing decisions as well as providing feedback for improvement

### **Other Job Functions**

- Provide the identification, approval and supervision of student clubs/organizations and sponsors for grades K-12
- Monitor club success and determine long-term student club/organization options
- Evaluate intramural program and sponsor performance through evidence of quality indicators, achievement of program goals and implementation of strategic plan objectives
- Assist high school principal in administrative duties related to student discipline when needed on a temporary basis
- Demonstrate proper dress, language, demeanor and behavior in accordance with board of education policies and promotion of a positive educational environment
- Exhibit sound decision-making, good judgment with effective reasoning skills, ability to adapt to changes in work conditions, demonstrate integrity in actions and behaviors, and maintain confidentiality when dealing with protected information
- Provide the identification, approval and supervision of student clubs/organizations and sponsors for grades K-12
- Monitor club success and determine long-term student club/organization options
- Evaluate intramural program and sponsor performance through evidence of quality indicators, achievement of program goals and implementation of strategic plan objectives
- Perform other duties as required and/or assigned by supervisor

## **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactory perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

**KNOWLEDGE** of assigned content, related rules and statutes, and relevant policies/procedures. Knowledge and ability to lead human growth and development efforts, learning theory and relevant best practices

**ABILITY** to express facts, ideas and information clearly and concisely, both orally and in writing. Ability to organize time and materials. Ability to prioritize tasks and responsibilities effectively. Ability to use technology including computer software to accomplish administrative functions. Ability to communicate and interact professionally and effectively with students, staff, parents and community members

## **Physical Demands**

This position requires regular walking, hearing and speaking, and being able to communicate in noisy environments. This position also requires close, moderate and distance vision ability. Other essential physical demands include the ability to lift, turn, bend, twist, carry, kneel, reach, repetitive motion, and sound mental acuity. Generally, the job requires 40% sitting, 30% walking and 30% standing.

## **Conditions and Environment**

This employee will be required to regularly work inside and outside, which may involve inclement weather Including rain, snow, and temperatures below freezing or in excess of 90 degrees. The noise level may be loud. An employee in this position may periodically have unpredicted requirements and/or demands.

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. This job description is not an exhaustive list, employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Platte County R3 School District reserves the right to modify or interpret this job description as needed and appropriate.*