

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE 7-12 Activities Director

QUALIFICATIONS

1. Certified in educational administration and evaluator approval
2. A valid Iowa teaching license
3. Two or more years of coaching experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO High School Principal and Superintendent

SUPERVISES Building Personnel, including coaches

JOB GOAL This position is responsible for planning, organization, administration, leadership, supervision and management of the 7-12 athletics and fine arts.

PERFORMANCE RESPONSIBILITIES

Activities Responsibilities:

- Organize and administer the overall program of 7-12 extracurricular activities, both athletics and fine arts.
- Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff.
- Responsible for meeting with coaches to discuss their program, making needed suggestions for improvements in coaching techniques, tactics, practice detail, and ethics.
- Responsible for ensuring all activities programs are compliant with all rules and regulations as set by the IHSA, IGSAU, and other governing entities.
- Foster good school-community relations by keeping the community aware of and responsive to the extra-curricular programs.
- Promote and celebrate the accomplishments of our athletic teams, fine arts programs, and individual students via a variety of methods, including social media and working with local media outlets.
- Assume responsibility for the organization and scheduling of all interscholastic athletic and fine arts activities in coordination with staff and building administration.
- Collaborate effectively with director of buildings and grounds and staff to ensure athletic and fine arts facilities are properly maintained, improvements made, and repairs are made as needed. The AD can request custodial assistance through the director of buildings and grounds.

- Hire officials, athletic trainers, and law enforcement (in coordination with HS principal) as required and assume general responsibility as the school official in attendance for all home varsity contests.
- Responsible for supervising, assisting, and hosting the teams, cheerleaders, officials, and coaches during the varsity sports of football, basketball, volleyball, and wrestling. Administrators are responsible for spectator control unless AD is sole administrator at event.
- Responsible, along with HS principal, for developing a student and spectator supervision plan for all 7-12 athletic contests for each season in collaboration with the 7-12 building administrators. Home varsity football contests will include PS-12 administrators. AD will collaborate with HS principal and superintendent to develop supervision plan for baseball and softball home contests.
- Develop and place into operation appropriate rules and regulations governing the conduct of athletic events.
- The AD is responsible, in collaboration with HS principal and superintendent, for ensuring there is a school official at conference championships, district/regional, and state events.
- Ensure all athletic facilities are readied for all contests; including timers, scorekeepers, announcers, chain gangs, etc., for all contests 7-12.
- Arrange transportation for out of town events or ensure coaches/directors arrange transportation per required protocol.
- Responsible for making certain all coaches are prepared to begin practices, physical forms properly filed, verify each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport, and other details involved with the beginning of each new sports' season.
- Prepare and administer the activities program budget.
- Requisition program supplies and equipment, and maintain a current inventory of all athletic equipment.
- Supervise all ticket sales, including activity passes, and fundraising of the activities program. Assume responsibility for proper handling of funds.
- Ensure that coaches and advisors are informed of and adhere to the district's fundraising procedures.
- Arrange all details of visiting teams' and officials' needs.
- Make arrangements for non-school use of fields and facilities in collaboration with Director of Buildings and Grounds and other district staff.

Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.

Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT

Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors June 2006

Revised June 2019