

ADM COMMUNITY SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: 7-12 Assistant Activities Director

REPORTS TO: Activities Director

QUALIFICATIONS

Education/Certification

- Valid Iowa Teacher Certification
- Current Coaching Endorsement or Coaching Authorization
- Clear a criminal, child and adult abuse background checks

Knowledge/Skills

- Knowledge of overall operation of activities program
- Ability to manage personnel
- Ability to implement policy and procedures
- Ability to interpret data
- Strong communication, public relations and interpersonal skills
- Experience preferred

PERFORMANCE RESPONSIBILITIES

- Establish and maintain effective communication with district AD & coaching staff, MS coaching staff, MS participants and parents.
- Coordinate game and practice schedules.
- Facilitate and welcome officials.
- Support coordination of uniforms, equipment and safety gear.
- Support AD and Administrative Assistant in coordination and processing of student physicals, concussion forms and other student participation forms/paperwork.
- Mentor Middle School coaches/sponsors and provided needed support.
- Foster good school-community relations by keeping the community aware of and responsive to the extra-curricular programs.
- Support coordination of game, performance and practice schedules.
- Work closely with operations staff regarding facility use by internal and external entities.
- Supervise students in coordination with the coach/sponsor as necessary.
- Requisition program supplies and equipment as necessary.
- Supervise all ticket sales and assume responsibility for proper handling of funds.
- Arrange all details of visiting teams' and officials' needs.

PHYSICAL DEMANDS/ MENTAL DEMANDS/ ENVIRONMENTAL FACTORS

- Maintain emotional control under stress
- Frequent district and occasional statewide travel
- Prolonged and irregular hours
- Outdoor and indoor work
- Exposure to sun, cold, inclement weather
- Ability to work with interruptions
- Capable of standing/walking for periods up to 2 to 3 hours
- Tobacco and substance free environment
- Must provide certification of good health prior to employment

TERMS OF EMPLOYMENT

- Wage and work year to be established by Board of Education
- Employment per Board Policies and Administrative Rules and Regulations
- Performance evaluated per Board Policy

Disclaimer:

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved by Board of Directors June 13, 2022