

## **TITLE: ATHLETICS AND ACTIVITIES DIRECTOR**

### **QUALIFICATIONS**

1. Idaho Teaching Certification (recommended – not required)
2. Minimum experience in organizing and administering an athletic program as determined by the Board
3. Strong background in coaching and athletic rules (IHSAA training)
4. Works well with students, staff, and the public
5. Excellent organizational skills
6. Excellent interpersonal and communication skills
7. Models fair play and respect
8. Able to maintain a positive environment and high standards of conduct for athletes
9. Treats all athletes fairly and equally
10. Able to work under pressures and deadlines
11. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO Superintendent/ Principal**

### **JOB SUMMARY**

To provide leadership and coordination among the various teams and extracurricular groups to facilitate programs that provide young people with a variety of programs for personal recreation, knowledge of such activities, physical training, and development of values including a sense of fair play.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Managing Extracurricular Events

1. Oversee all extracurricular events and activities or, if unable to attend an event, find a substitute to oversee the activity
2. Prepare and distribute an activity and special events calendar
3. Oversee programs for all extracurricular events
4. Arrange for team and club pictures for league, district, and state tournaments
5. Arrange with the building principal for the cancellation or postponement of home events due to adverse weather conditions
6. Plan and supervise all awards and banquets and assume general coordination of those events
7. Arrange field and gym practice schedules, and schedule all athletic events
8. Assume responsibility for providing officials, ticket takers, and other personnel necessary for all home games and other extracurricular activities
9. Arrange all details of visiting teams' and officials' needs, including lodging, meals, towels, gymnasium services, security, and field assistance, as appropriate
10. Prepare facilities for athletic events such as setting up score tables, bleachers, ticket taker and tables. Ensure that facilities are ready for events.
11. Make sure all extra-curricular equipment is properly stored and cared for.

12. Arrange transportation and housing for all extracurricular events, and communicate with the transportation supervisor regarding busing needs for off-campus events
13. Schedule all departure times for athletic events after meeting with administrators, coaches, and club advisors
14. Be responsible for compliance with Board-adopted emergency medical procedures for all practice sessions and competitive events
15. Coordinate use of high school athletic facilities by groups outside the school in conjunction with the building principal

#### Supervisory Duties

1. Assist in screening and hiring of all athletic personnel
2. Conduct coaches, parent and athletes meetings at the beginning of each year to communicate federal and state law, administrative rules, Board policy, and IHSAA rules
3. Work as a liaison between the administration and the extracurricular activities staff
4. Supervise coaches, observing them sufficiently to make recommendations to the Building Principal regarding coaching assignments
5. Instruct sponsors for school clubs and organizations
6. Develop and implement appropriate rules governing the conduct of athletic activities
7. Be responsible for administering all interscholastic policies and procedures in accordance with the rules of the Idaho High School Activities Association (IHSAA)
8. Interpret Board policy to the extent necessary to provide guidance the athletic program
9. Resolve any conflicts within the athletic department or among extracurricular activities
10. Provide formal written evaluation of all coaching positions in collaboration with Building Principal

#### Records & Finances

1. Monitor each student's eligibility to participate in athletic activities according to IHSAA rules and relevant federal and state law, administrative rules, and Board policy
2. Establish physical and academic requirements for eligibility to participate in each sport, and verify each student's eligibility
3. Obtain written parent permission for students to participate as required
4. Secure IHSAA approval for transfer students
5. Ensure each sport has an up to date team roster and that it is sent to all participating schools
6. Prepare and administer the extracurricular program budget
7. Supervise all ticket sales and fundraising events of the extracurricular program
8. Request all cash boxes needed for event gates and concessions, and secure cash boxes after events according to school procedures
9. Maintain records of athletic contests and a record of all award winners, stating the date and type of award, including athletic scholarships
10. Administer and coordinate membership requirements and financial activities of all school-sponsored clubs

#### Other

1. Arrange for any applicable physical examinations of athletes

2. Assume responsibility for the purchase and dissemination of all first aid and other medical supplies used in athletic programs
3. Assume responsibility for public relations with the community including newspaper and radio coverage of athletic events
4. Represent the school in all conference and state extracurricular meetings
5. Supervise the care, maintenance, and storage of all athletic equipment and supplies  
Coordinate with coaches and the principal to determine uniform and equipment needs, ordering when necessary
6. Require coaches to check in uniforms and equipment at the end of each sport season, keeping an accurate inventory
7. Constantly evaluate the extracurricular program and seek ways to improve it
8. Keep the building principal informed of activities and any issues that may arise
9. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications
10. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
11. Seek assistance should emergencies arise
12. Represent the school district in a positive manner
13. Know and follow school district policy and chain of command
14. Perform other duties as assigned

**EVALUATION**

Performance of this position will be evaluated periodically by the building principal in conformance with district policy and IDAPA 08.02.02.120.

**TERMS OF EMPLOYMENT**

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512 I.C. § 33-513 I.C. § 33-515 I.C. § 33-1210 IDAPA. 08.02.02.022 IDAPA 08.02.02.023 IDAPA 08.02.02.0234 IDAPA 08.02.02.120	Governance of Schools Professional Personnel Issuance of Renewable Contracts Information on Past Job Performance Endorsements A-D Endorsements E-L Endorsements M-Z Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders
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