

Section 300 - Administration
Administrative Employees
Activities Director

File: 303.10

The activities director shall:

1. Develop, maintain, and update activities policies. He or she shall be responsible for seeing that all activity participants receive copies and are made aware of the school district activity policies after these policies have been approved by the school administrators and the board of education.
2. After consultation with the administration, be responsible for selecting, assigning, and evaluating coaches and activity sponsors.
3. Continually assess activity program needs.
4. Oversee the proper maintenance of playing fields, gymnasium, and other athletic equipment.
5. Coordinate all co-curricular and extra-curricular activities.
6. Prepare and manage the total activity budget.
7. Maintain an inventory of all athletic equipment and supplies.
8. Schedule all activities and keep the administration informed of the schedule and any change in the schedule. This shall include the signing and executing of all written contracts for athletic events and officials as well as all non-athletic events.
9. Order and purchase all athletic equipment as needed with counsel from the coaches and the approval of the building principal.
10. Develop, maintain, and update the total activity calendar for the complete school year. This shall include keeping all classified and certified employees apprised of both near-term and future events.
11. Publish co-curricular and extra-curricular activity schedules with the media.
12. Promote staff relations through regular meetings with all coaches and sponsors of activities.
13. Promote extra-curricular activities through public relations by informing the media of all home scores, providing the media with information relating to school activities, maintain a positive working relationship with the Booster Club, maintain records and awards for activities, and other public relations tasks that may arise.
14. Represent the school at all conference, state, or district meetings at the discretion of the principal.
15. Arrange for transportation as needed for activities.
16. Sees that any vehicle owned and/or used by the school district for maintenance/custodial work is properly insured, registered, inspected, and maintained.

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17. Schedule and maintain a calendar of all community and 'outside' organization use of school facilities.
18. Assign supervisory personnel, ticket sales, security personnel, and other workers needed for all home activities.
19. Be responsible for all monies received as admission or entry fees for home activities and see that these are identified and deposited in the proper school account.
20. Participates in principal's meetings, local administrative team meetings, and other meetings as are required or is appropriate.
21. Maintaining consistent attendance for the benefit of the students and the District;
22. Maintaining confidentiality of sensitive information related to staff, students, and parents;
23. Maintaining a cordial and cooperative working relationship with all personnel, students, patrons, and vendors
24. Performs such other tasks and duties as may be assigned.