



Job Title: Activities Director
Job Family: Certified
Pay Program: Certified
Job Code:
Typical Work Year: 12 months

SUMMARY: Provides administrative structure to the activities program grades K-12 through effective organization, communication and leadership. Lead an activity program that is both reflective of the vision, mission, and core values of the district, and serves as a compliment to the academic learning experience of students.

ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Performance Responsibilities – Public Services	Frequency
1. Function as the administrative advisor organizing, supervising, maintaining a program of student activities and athletics	Daily
2. Communicate with parents all appropriate information regarding their student as it relates to activities and athletics	Daily
3. Organize and administer the overall program of extracurricular athletics for the high school and middle school	Daily
4. Coordinate and have authority over athletic and activity programs offered in grades K-12 making recommendations for changes where needed	Daily
5. Organize and schedule all interscholastic athletic events	Daily
6. Arrange provisions for meals and lodging for participants and coaches/sponsors when such is appropriate	Daily
7. Develop and place into operation rules and regulations governing the conduct of athletic and activities	Daily
8. Assume responsibility for conforming with academic, age, physical exams and insurance requirements of eligibility for participation in each sport and verify each athlete's regulations	Daily
9. Assumes a leadership role in fund raising efforts to support activity and athletic programs	Daily
10. Arrange for the maintenance of supervision at all school activities and athletic events	Daily
11. Develop, review and update the high school activities/athletic handbook	Annually
12. Serve as fiscal agent for all high school athletic accounts	Daily
13. Process, approve, and coordinate all fund raising projects for the district	Semi Annually
14. Schedule and coordinate all interscholastic activities, hire officials, trainers, and security as required to assist in the proper supervision of home contests	Daily
15. Develop, review and update Facility Usage Policies and Fees on an annual basis	Annually

Performance Responsibilities – Personnel Functions	Frequency
1. Work in unison with the Administration Office to be sure all coaching information is correct (certification, physicals, etc.)	Daily
2. Provide assistance in resolving activity and athletic personnel problems	Daily
3. Evaluate and interview prospective candidates for positions relating to areas of activity and athletic responsibility; responsible for the yearly evaluation of personnel under his/her direction	Daily
4. Attend and serve as school liaison at all Booster Club functions and FOFA	Daily
5. Coordinate coaches and activity sponsor requests to attend clinics	Daily
6. Evaluate all personnel in accordance with the master calendar	Daily
7. Provide assistance to Auditorium Manager in scheduling and coordinating functions	Daily

Performance Responsibilities – Building Management and Facility Scheduling	Frequency
1. Assists in monitoring buildings and grounds and recommending action where appropriate	Daily
2. Works to assist in the coordination and implementation of the athletic facility long-range improvement plan	Daily
3. Approve and arrange for transportation for all trips pertaining to activities and athletics.	Daily
4. Supervise areas of responsibility to insure compliance with all local, state and federal laws and regulations	Daily
5. Prepare and administer the athletic program budget	Daily
6. Responsible for purchasing all supplies and equipment for the athletic department	Daily
7. Arrange practice schedules for coaches on the field and in the gymnasium	Daily
8. Keep records of the results of all high school athletic contest and maintain a record file of all awards	Daily
9. Supervise the cleaning, inventory, storage and care of athletic equipment	Daily
10. Maintain the school online master calendar	Daily
11. Act as tournament manager for all league and tournament playoff activities that are assigned to the school district	Daily
12. Coordinate facility usage when hosting fine arts programs and contests	Daily
13. Maintain schedules/calendar for the Auditorium, all Gymnasiums and outdoor Athletic Facilities	Daily
14. Create and execute all Facility Rentals contracts according to the District Facility Use policies	Daily

Performance Responsibilities – Human and Public Relations	Frequency
1. Work cooperatively with staff, parents, school organizations and community organizations	Daily
2. Arrange all details of visiting team needs as appropriate and requested	Daily
3. Foster good school-community relations by keeping the community and support groups aware of and responsive to the activity and athletic programs	Daily
4. Prepare and distribute all publicity releases pertaining to student co-curricular activities	Daily
5. Coordinate uniform purchases with coaching staff, ensuring that school colors are clearly represented in all school purchases	Daily

Performance Responsibilities – Professional	Frequency
1. Serve on any building or district level committee as assigned	As Needed
2. Attend Board of Education meetings, as requested, to serve as a resource person to the Principals, Superintendent or Board; make presentations to the Board as needed	As Needed
3. Join professional organizations related to activity and athletics and attend appropriate professional meetings; remain current in related issues	As Needed
4. Attend the monthly district administrative team meetings	Monthly
5. Conduct regular meetings with coaching and activity staff's grades K-12	Daily
6. Meet with each head coach or sponsor (K-12) prior to and immediately following the completion of their season	As Needed
7. Represent the school at all conference and appropriate state athletic association meetings	As Needed
8. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the superintendent or Board	As Needed

JOB GOALS

- To provide the vision and leadership needed to guide Dallas Center-Grimes Schools to a new level of success to provide the initiative and effort required to provide top quality educational and co-curricular opportunities for all students; to instill pride, foster tradition, promote school image and emphasize school spirit in Dallas Center-Grimes Schools activities.

EVALUATION

- Performance of this job will be evaluated annually in accordance with provisions of Board policy, including progress on annual job targets as set by the superintendent and board

OTHER REQUIREMENTS

- Strong oral and written communications skills
- Skills in leadership, organization, problem solving, and conflict resolution
- Human relation skills; ability to deal with a diversity of people
- Ability to work under stress
- Be personally motivated

QUALIFICATIONS:

- Department of Education certification (evaluator approval); minimum of five years successful teaching experience
- At least five years of successful experience as a coach
- Professional Administrator License or Master Educator License (Required)
- Iowa BoEE Endorsement Evaluator Approval (Required)
- Minimum of five years successful teaching experience
- Previous supervisory and/or administrative experience (Preferred)

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire
- Mandatory Reporter
- CPR and First Aid certifications are preferred

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as telephones, computers, copier, fax machine, E-mail, etc.

TERMS OF EMPLOYMENT: Twelve months a year; salary to be established by the Board.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Superintendent	
Supervises:	Activity Sponsors and Coaches, Auditorium Manager, Activities Assistant	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear			X	
Taste	X			
Smell		X		

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds		X		
More than 100 pounds	X			

Mental Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct		X		
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate		X		

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)		X		
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation		X		
Vibration	X			

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	