

## **2.6—Director of Athletics and Student Activities**

### **Qualifications:**

1. Certification as a Secondary Administrator
2. Previous experience as a site administrator and a background in athletics and student activities.

### **Reports to:**

The Director of Athletics and Student Activities will report to the Superintendent or designee.

### **Supervises:**

The Director of Athletics and Student Activities will supervise staff members designated by the Superintendent.

### **Job Goal:**

To provide each enrolled student of secondary age an opportunity to participate in an extracurricular activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport and the principles of fair play.

### **Performance Responsibilities:**

1. Organizes and administers the overall program of extracurricular athletics and activities for the district.
2. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Fosters good school-community relations by keeping the community aware of and responsive to the extracurricular program.
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events, in conjunction with coaches.
5. Works with site administrators and coaches to ensure proper and adequate supervision at all athletic contests.
6. Works with site administrators and coaches to ensure transportation for athletic context participants.
7. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
8. Prepares and administers the athletic and student activity program budgets.
9. Requisitions program supplies and equipment as necessary.
10. Works with coaches to ensure athletic eligibility according to state and district requirements.
11. Administrators the insurance program covering school athletics and assumes responsibility for all processing of reports and claims.
12. Recommends maintenance and upkeep of all athletic facilities.

13. Directs and coordinate the purchase of all athletic equipment.
14. Works with site administrators to coordinate the activities of athletic support groups including cheerleaders, drill teams, pep clubs, bands, and other performing groups at athletic performances.
15. Performs other duties as may be assigned by the Superintendent.

**Terms of Employment:**

12 month contract

**Evaluation:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Adopted by Board: March 7, 2000  
Revised: October 18, 2005