

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Activities Director, Grades 8-12  
**Reports To:** Building Principal

#### **SUMMARY**

Activities Directors maintains, organizes and administers the overall program of intra-district activities, interscholastic athletics, and intramural activities.

#### **QUALIFICATIONS/REQUIREMENTS**

Minimum of a Master's Degree in Educational Leadership and a valid Missouri Secondary Principal certificate. Experience as a teacher and/or coach and experience in a supervisory or administrative capacity is desirable.

#### **ESSENTIAL JOB DUTIES**

- Assists in selecting, assigning and evaluating all coaching personnel and sponsors for grades 9-12 and for grade 8 MSHSAA activities.
- Assumes leadership role in the orientation and In-service training of coaching personnel.
- Represents the school district in matters of interscholastic athletics with MSHSAA and the Gateway Athletic Conference. Represents the school at the various professional meetings concerned with activities and athletics.
- Develops and continues to evaluate appropriate rules and regulation governing the conduct of athletic activities/extra-curricular activities.
- Fosters good school-parent relations by maintaining communication relative to rules and regulations on athletics/activities and initiates publicity about activities.
- Establishes and enforces the physical, academic and training requirements of eligibility for participation.
- Evaluates plans, encourages, and recommends improvements in the activities program.
- Establishes procedures for the fund-raising efforts of school clubs and support organizations, and monitors expenditures from enterprise/activity accounts.
- Keeps the building principals informed of developments in the activities program.
- Makes necessary arrangements for and schedules all activities and social events. Arranges transportation for students participating when required.
- Organizes, coordinates and schedules the use of all middle school and high school athletic events, fields and facilities used for sporting events by student and community groups.
- Is responsible for constructing, coordinating and distributing schedules of all student activity events on a master schedule.
- Schedules staff members to supervise all after-school activities.
- Informs the principal, teachers and students concerning eligibility requirements for participation on athletic teams and in all activities.

### **ESSENTIAL JOB DUTIES (cont'd)**

- Is responsible for directing and developing an effective club program and coordinating the activities of the clubs including assisting in developing club budgets; administering the club budgets and activity accounts by approving all requisitions and requests for purchases; coordinating and scheduling of fundraising activities; acquiring and assigning sponsors; and coordinating schedules of club activities and meetings to insure maximum student participation with the minimum conflict with their academic work.
- Assists in coordinating effective student assembly program for grades 9-12.
- Secures applications and makes recommendations to the principal for selection of all interscholastic athletic coaches, intramural coaches, club sponsors, and other extra duty sponsors.
- Is responsible for the administration of the athletic program which includes:
  - Scheduling contests for all varsity teams, junior varsity teams and other teams in sports activities, in consultation with the varsity coaches and in accordance with the rules and by-laws of the Missouri State High School Activities Association (MSHSAA) and the Gateway Athletic Conference.
- Securing all game officials, issuing contracts for their services, sending out reminders prior to the game and authorizing payment for their services.
- Securing and assigning personnel for all athletic contests and other activities and authorizing payment (where applicable) for supervisory help, scorers, timers, police and security, ticket sellers, ticket takers, parking attendants and custodial and maintenance help.
- Collecting the names of eligible participants for eligibility list for each athletic contest and mailing the lists to the MSHSAA and to schools with which games are scheduled.
- Keeping files of teams and individual records.
- Submitting all necessary participation reports to the MSHSAA and as required by the principal.
- Evaluating coaches, assistant coaches, and designated activities sponsors.
- Developing budgets for all sports and requisitioning athletic equipment.
- Writing work orders for maintenance of facilities.
- Providing for programs for football and basketball games when necessary.
- Attending assigned athletic contests to supervise and oversee all phases of game administration per schedule established by building administration.
- Arranging for concessions at football, basketball, and wrestling home games.
- Arranging for printing schedule cards for all athletic contests.
- Exchanging schedules and pre-game information with opposing schools.
- Sending all correspondence necessary for the operation of the athletic program and contests.
- Supervising inventory of all athletic equipment.
- Organizing and administering all athletic banquets and awards nights.
- Coordinating the use of athletic facilities for practices, games or events at the secondary schools.
- Setting up regular meetings with coaches for discussion of recommendation for changes, problems and suggestions for improving the total athletic program.

**ESSENTIAL JOB DUTIES (cont'd)**

- Responsible for student and faculty parking lots.
- Arranging all details of visiting teams' needs.
- Being knowledgeable of and following the MSHSAA Handbook, Gateway Athletic Conference Guidelines (Appendix 11) and the policies of the Wentzville School District.
- Providing each head coach with a copy of the MSHSAA Handbook and a copy of the current rule book for their respective sport.
- Notifying coaches of the annual State Rules Interpretation Meeting for their respective sport.
- Completing MSHSAA eligibility forms for all high school sports.
- Arranging for student athlete physical exams at group rate prior to the beginning of each year.
- Making arrangements for meals and travel for athletic teams.
- Entering school district activities in various MSHSAA events.
- Making necessary arrangements for certain game administration needs (sheriff's patrol, usher service, ambulance, school nurse, and physicians).
- Working with Booster Club and other organizations for the betterment of the total athletic activities/programs.
- Helping plan new facilities.
- Assisting in the distribution of materials to the various schools.
- Preparing End-of-Year Activity Coordinator Report for district.
- Conducting organizational meetings with all student organization sponsors prior to the beginning of the school year; reviewing the appropriate handbook and defining in detail the roles of leadership.
- Chairs the district Extra-Duty Committee and all associated processes and makes recommendations which emanate from the committee deliberations.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties assigned by the Building Principal or Superintendent.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

The Activities Director shall be employed on a twelve-month basis with five weeks of vacation. Salary for the position will be established annually.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.

Revised 10/16/2020