



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Under the direction of the High School Principal and Superintendent Activities Director is responsible for administration and supervision of the inter-scholastic and intra-mural athletic programs and other activities for the school district.

Job Title:	Activities Director	Revised Date:	11-13-17
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Job Description: Responsible for all areas of the Athletic Department.

- Develop a program for training young athletes for teams in all sports (Coordinate junior high and high school sports).
- Instruct coaches to complete eligibility reports for all sports and submit them to the AD's office.
- On a regular basis the AD will monitor student academic progress and communicate with coaches/advisors about the eligibility of their athletes and team members.
- Administer the Minnesota High School League and Howard Lake-Waverly- Winsted ISD 2687 rules and regulations.
- Schedule all practices and contests, select and contact officials and make arrangements for conducting interscholastic contests in all sports/activities.
- Requisition of athletic equipment for all sports. Orders for equipment shall be signed by the Principal.
- Arranges all trips taken by extracurricular including transportation, board, lodging and supervision.
- Develop a uniform system of athletic awards and submit to the principal for approval.
- Develop a system of keeping records of individual and team athletic accomplishments.
- Responsible for overseeing the cleanliness and order in all activities and sports arenas/areas.
- Shall enforce that all sports locker rooms, athletic gymnasiums, fields, and athletic storage rooms are neat, orderly, and secure at all times.
- (The AD will expect that supervision of athletes before and after practice is monitored by the coaches/advisors.
- In charge of all extracurricular (Sports, drama, Speech etc.) supplies and set up a system of efficient ordering and issuing of supplies.
- Issues an activities handbook containing schedules and other information necessary to explain the activities program.
- Presents an annual budget to Superintendent.
- Recommends to administration extracurricular employment changes, including filling vacancies.
- Administration, maintenance, and preparation of all facilities, making sure these facilities are ready for extracurricular activities/contests.
- Serves as consultant to the Letter Club.
- Responsible for hiring all workers for all interscholastic contests at all levels.
- Handles weather related changes and cancellations for athletics and activities as well as informing athletes, parents, and coaches.
- Supervision at home sports events and activities (75% - remaining portion covered by High School Principal)
- Evaluates coaches – implements player/parent surveys
- Organizes and oversees activities awards night
- Advises on sport/activity fundraising
- Other duties as assigned by Superintendent.

May include (See separate job descriptions for these)

* Assisting with discipline

* Noon supervision

Job Location:	Howard Lake MN	Company Industry:	Public School
Job Role:	Activities Director	Employment Status:	Full-time
Employment Type:	Employee	Manages Others:	Yes
Band-Grade-Sub Grade:	D-6-2		
State Job Match Points:	373		

Qualifications:

- * Valid Minnesota Teaching or Administration License
- * Coaching background/experience -Athletic Administration
- * Computer knowledge (R-School Today)
- * Excellent Leader
- * Strong interpersonal skills
- * Organized

Career Level:	Entry Level	Years of Experience:	[1-3 years]
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Degree:	Bachelor's Degree, Master's Degree
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Collective Bargaining Agreement – Activities Director

Approved By: Brad Sellner	Date Approved: 5-23-14
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