

**WINNER SCHOOL DISTRICT 59-2  
OFFICIAL SCHOOL BOARD POLICY**



**Title: Activities Director**

**QUALIFICATIONS:**

- a. B.A. Degree in Education. Background in activities is essential.
- b. Further college/university work in Activities Administration is recommended but not required.

**REPORTS TO:**

- a. High School Principal. May, also at times, report to the Middle School Principal.

**SUPERVISES:**

Individuals holding extra-duty assignments.

**JOB GOAL:**

To provide each enrolled student an opportunity to participate in extra-curricular activities.

**PERFORMANCE RESPONSIBILITIES:**

1. Organizes and administers the overall program of extra-curricular programs for the Winner School District
2. Fosters sound school/community relations by keeping the public aware of, and responsive to, activities with the Winner School District
3. Assumes responsibility for the organization and scheduling of all activities. Maintains a comprehensive planning calendar for same.
4. Hires officials, team physicians (if necessary), and police officers (if necessary), and assumes general responsibility for the supervision of all home extracurricular activities.
5. Arranges transportation for activities (if necessary). Works closely with each advisor/coach while doing so.
6. Arranges provisions for meals for extracurricular events as needed.
7. Develops and places into operation appropriate regulations governing the conduct of activities in the Winner School District.
8. Establishes (with the building principal) the academic and physical requirements necessary for participation. Verifies each student's eligibility.
9. Conducts a systematic evaluation program for advisors and coaches.
10. Prepares and administers the extracurricular program budget in close cooperation with the building principal.
11. Requisitions program supplies and equipment.
12. Supervises all ticket sales and fund-raising events of the activities programs, and assumes responsibility for proper handling of these funds.
13. Arranges all details of a visiting school's needs.
14. Assures that all physical examinations are conducted by the appropriate medical personnel.

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15. Makes arrangements for outside utilization of playing fields and, in some instances, facilities.
16. With the Business Manager, provides participating students with the opportunity to purchase student accident insurance.
17. Maintains all necessary records required by the South Dakota High School Activities Association (SDHSAA).
18. Plans and supervises an annual recognition program for extracurricular activities in conjunction with the building principal and appropriate advisors.