

**Oelrichs School District 23-3**  
**ACTIVITIES DIRECTOR**  
**JOB DESCRIPTION**

**TITLE:** Activities Director

**REPORTS TO:** Principal

**SUPERVISES:** Athletic Coaches

**NATURE AND SCOPE OF JOB:**

Provides leadership in the development, organization, implementation, coordination, and evaluation of the athletic programs. Achieving excellence required that the Director of activities works collaboratively to lead and nurture members of the staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, personnel management, and financial management.

- A. Education: Meet certification requirements as established by the State of South Dakota.
- B. Other Requirements: Possess effective student management skills as it relates to scheduling, discipline, and assessment. Possess management, organization, and leadership skills, including the ability to initiate and follow through on ideas and projects. Possess effective oral and written communication skills. Communicate effectively with individuals of varied cultural and educational backgrounds. Have ability to be flexible in working with students at all developmental levels. Have skills in human relations and conflict management.
- C. The Activities Director shall:
  - 1. Hold and maintain a valid driver's license with no serious violations.
  - 2. Hold and maintain current first aid certification and CPR certification.
  - 3. Have excellent administrative and/or teaching experience and work with adolescents, including experience as an athletic coach.
  - 4. Demonstrate excellent organizational skills and the ability to motivate people.
  - 5. Have excellent integrity and demonstrate good moral character and initiative.
  - 6. Demonstrate an understanding of the regulations regarding the operation of an athletic program.
  - 7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
- D. Assists in:
  - 1. Scheduling athletic events and school activities.
  - 2. Prepare transportation time line game preparation
  - 3. Determine practice times and sites
  - 4. Assist in budget preparation
  - 5. Monitor equipment maintenance
  - 6. Facilitate tournament management
  - 7. Assist in and approval of fund raising efforts
  - 8. Assist in coach's performance assessments
  - 9. Assist in culminating seasonal sport activities
  - 10. Perform other duties as assigned.
  - 11. Assist in explaining and promoting the athletic program to the principal, faculty, and

- student body and school patrons.
12. Monitor failure rates of student athletes and promote a philosophy of academic achievement
  13. Assist in the development and preparation of the annual athletic department budget. Prepare specifications for, secure and tabulate bids, on and make recommendations for the purchase of athletic equipment and supplies.
  14. Work with coaches and principals in problems of discipline concerning athletics.
  15. Maintain a file of all athletic suspensions and expulsions from teams in regard to giving each athlete "due process".
  16. Coordinate with the school physical education teacher and coaches to set up facilities for all activities.
  17. Responsible for improvement of facilities which shall be directed to the building principal and Administrator for Co-Curricular and Athletic Activities for consideration and referral at their discretion.
  18. Act as a tournament manager for all league and tournament playoff activities that are assigned to your school.
  19. Assist with and monitor the monthly calendar of school activities in conjunction with the principal, and faculty.
  20. Hire and train all coaches and assistant coaches for Middle and High School athletics.
  21. Train and inform staff, encourage professional growth by urging them to attend clinics and workshops.
  22. Report all rule violations or suspected violations to the school Administrator
  23. Work to develop positive athlete-teacher relationships.
  24. Turn in squad rosters as directed to the Administrator for Co-Curricular and Athletic Activities.
  25. Be responsible for the collection of equipment and have athletic fines resolved by the end of the season.
  26. Inspect locker room with the visiting coach before and after the contest.
  27. Promote and encourage fair play, good sportsmanship, and ethical standards of conduct both on and off the field.
  28. Forewarn all participants that involvement in physical confrontation could result in removal from game and/or suspension from subsequent games.
  29. Maintain a yearly inventory of all new and used equipment.

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board of Education's policy on evaluation for professional personnel.

**TERMS OF EMPLOYMENT:**

Salary and work year as established by the Board of Education.

The above description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.