

ACTIVITIES DIRECTOR - FUNCTION

Responsible to: Secondary Principal/Middle School Principal

I. JOB QUALIFICATIONS:

The Activities Director must have:

- a valid Iowa Teacher Certificate,
- a coaching endorsement,
- an evaluator approval endorsement,
- two or more years of experience as a coach,
- taken a course in administration of athletic programs.

Note: People in the system promoted to this position will be given two years to fulfill the requirements. If promoted from within the current staff, the Board will provide financial course assistance in completing certification and job requirements.

II. JOB DESCRIPTION:

1. The AD is responsible for the administration and supervision of the athletic and fine arts programs.
2. The AD is directly responsible to the secondary principal in matters concerning students and scheduling. In matters of site improvement, facilities, introduction of new programs, and preparation and operation of budget, he will report to the superintendent.
3. Clerical assistance will be available to the AD.
4. This position will be evaluated yearly by both the secondary principal and the superintendent.

III. DUTIES OF THE ACTIVITIES DIRECTOR:

1. Schedule all interscholastic contests in advance of the competition year for printing, so that the school's calendar of events is ready for distribution at registration. He/she will consult with the secondary principal on any scheduling of a contest that may interfere with the regular school programs or be held over holidays.
2. Contract all activity officials for home events. Provide payment and welfare for officials while guests at the school.
3. Prepare estimated annual athletic budget for presentation to the superintendent before March 1 of each year for the following school year. Submit to the Board of Education by August 1 a yearly report of income and expenses broken down categorically sport by sport for the past year and up-to-date estimates for the upcoming year.
 - a. The AD is responsible for making certain that all coaches are prepared to begin practices, physical forms properly filed, eligibility of players verified, and other details involved with the beginning of each new sports' season.

- b. Be responsible for meeting with coaches to discuss their program, making needed suggestions for improvements in coaching techniques, tactics, practice detail, and ethics (all as needed).
4. Supervise and evaluate the coaching staff using adopted evaluative criteria. Supervise the coaching staff in games and practices on a regular basis. One or more supervisory reports are required on each coach either during the season or immediately following (refer to *Coaching Handbook*). New and probationary coaches are to be observed more often and as needed. Report to the secondary principal/superintendent situations that are in need of remediation and the AD's actions. Reports will be in writing on evaluation forms approved by the Board. The AD is responsible for coaching remediation and disciplinary situations. Those that are not resolved as stated by the AD will be referred to the secondary principal/superintendent for possible probation and/or termination. Termination processes and procedures are to be completed working with the administrative staff.
5. Be responsible, within budget limitations, for the purchase of all equipment and supplies used in the Athletic Department on properly completed purchase orders. Questions of a budget nature will be referred to the superintendent.
6. Be responsible for maintaining a current inventory of all athletic equipment. Each coach will receive a current inventory from the AD at the beginning of his/her respective sport(s) and account for all items at the end of the season and properly store the equipment. An updated copy of all inventories will be filed with the superintendent of schools.
7. Insure that all the athletic facilities are properly maintained, improved upon, and that all repairs are made as needed. The AD can request custodial assistance through the secondary principal/superintendent. Any building or field modifications must be cleared through the superintendent.
8. Insure that all athletic facilities are readied for all contests; to include the appointment and recruitment of qualified timers, scorekeepers, announcers, chain-gangs, judges, etc., for all athletic contests grades 7-12. Contact and arrange, through the secondary principal, needed custodial, police, and medical assistance.
9. Be responsible for weighing in wrestlers on days of home and away events when required, or arrange for the secondary principal's assistance when conflicts result.
10. The AD is responsible to be the school official in attendance at all home varsity contests, or arrange with the secondary principal or superintendent to attend in his/her place.
11. Attend home events during the summer and work out an administrative schedule so that proper supervision is assured for all varsity home contests.
12. To act as a figure of authority in unforeseen situations of athletic concern and to assist in spectator control and supervision at home and away athletic activities.
13. Maintain active involvement with athletics at the conference and state levels.
14. Be responsible for establishing and maintaining good public relations for the athletic program. This responsibility includes attending Bluejay Booster Club meetings and/or arranging to have

the secondary principal/superintendent attend in his/her place. Be responsible for directing and/or assisting coaches in their public relations.

15. Be responsible for organization and administration of all athletic tournaments held or hosted by the Bondurant-Farrar Community School District.
16. Keep all athletic records from past years in an organized file. Require coaches to turn in completed year-end statistics as a part of that record-keeping process.
17. Arrives at varsity football, basketball, and wrestling events at least 45 minutes to one hour before game time. Arrives at other contests prior to the start of activities in enough time to solve any problems associated with that activity and supervises activity.
18. Supervision Assistance:
 - a. The AD is responsible for the overall supervision of the entire athletic program except as specified. During the varsity sports of football, basketball, and wrestling, the AD will be responsible for supervising, assisting, and hosting the teams (including cheerleaders), officials, and coaches. The administrators will be responsible for spectator control.
 - b. The AD will be responsible for supervising the junior varsity football and basketball games. If the junior varsity boys or girls' basketball coaches agree to assist in supervision at these games, the AD can be free to work in his school office but must be available for problems.
 - c. The AD, the secondary principal, and the superintendent will split supervising the summer softball and baseball home games schedule. The AD will line up a supervisory and duty schedule for summer tournaments sponsored by the school.
 - d. The AD will schedule both practices and games on the varsity softball and baseball fields from May 1 through June 30 with assistance from the superintendent's office. The AD is responsible for modifying game schedules when postponed and providing all involved with an up-to-date schedule.
 - e. A junior high game manager (adult) will be employed for reimbursement to help set up and monitor junior high basketball, junior high wrestling, and junior high volleyball contests. The AD would still be responsible to do the scheduling, lining up timers and scorekeepers (to be determined), officials, etc., needed to carry out the function of that activity, even though the AD is not present. The AD would still need to attend games in order to evaluate coaching personnel. The two people involved (AD and junior high game manager) can also arrange to cover events for one another. The rate of pay for this duty will be set by the Board of Education in consultation with the AD, secondary principal, and superintendent.
19. The AD may have the opportunity to use a school vehicle to attend athletic functions, such as away contests he/she is required to attend, or athletic business meetings. Should a school vehicle not be available, he/she will be reimbursed mileage at the current rate as established by the Board only if approved in advance by the superintendent or secondary principal.

20. The secondary principal will be responsible for employing a foreman for ticket-takers in cooperation with the Booster Club at all major athletic activities for which a charge is made.
21. College credit courses in the area of athletic administration may be approved for the AD for pay scale advancement.
22. Pay will be on a scale equivalent to that of a head coach in a major varsity sport and/ or higher as responsibilities and merit rate.
23. The AD is responsible to be in attendance when the Bondurant-Farrar athletes are participating in conference sectional district or state tournaments (exception golf). In the event the AD is unable to attend, he/she will make certain another school official is able to attend. Any exceptions to be cleared with the superintendent/secondary principal.
23. Other duties as normally associated with this position.

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