

ACTIVITIES DIRECTOR - EVALUATION

___1. Budgetary responsibilities:

- ___a. Prepares estimated annual activities budget for presentations to the superintendent before March of each year for the following year. Submits to the Board of Education by August 1 a yearly statement of actual income and expenses (broken down categorically activity by activity) for the past year and estimates for the upcoming year.
- ___b. The Activities Director (AD), within the approved budget, is authorized to order all activities equipment, supplies, and awards.
- ___c. All activity orders are to be on school purchase orders and signed by the AD, superintendent, or secondary principal in that order. Coaches are not authorized to sign purchase orders.
- ___d. The AD will authorize payment of bills by the activities' secretary in the district office.
- ___e. Authorizes payment of dues to the I.G.H.S.A.U., the I.H.S.A.A., and the R.R.C.

COMMENTS: _____

___2. Inventory Responsibilities: Is responsible for maintaining a current inventory of all activities equipment. Each coach should submit a current inventory to the AD at the end of his/her respective activity(ies) and account for all missing items and properly store the equipment.

COMMENTS: _____

___3. Scheduling Responsibilities:

- ___a. Schedules all interscholastic contests in advance of the competition year for printing in the school's calendar of events at registration.
- ___b. The AD will consult with the building principal on scheduling of a contest that may interfere with the regular school program or be held over holidays.
- ___c. Verifies contracts with opponents.
- ___d. Sends schedules to opponents and media prior to contests.
- ___e. Contracts officials, issues contracts, and authorizes payment.
- ___f. Contact officials one to two weeks prior to contests.
- ___g. Contacts and schedules Jr/Sr high athletic physicals prior to start of fall sport.
- ___h. Enforces limited Wednesday night practice schedules and Sunday practice schedules per Board Policy.
- ___i. Coordinates practice times and facilities. Submits to secondary principal a schedule of practice times.
- ___j. To schedule times, destinations, and drivers for transportation needs through superintendent's secretary.
- ___k. To work with secondary principal in scheduling personnel as ticket taker/sellers at games and contest.
- ___l. The AD is responsible for scheduling all activities including Fine Arts and athletics on the Master Calendar.

COMMENTS: _____

___4. Supervisory/Evaluation Responsibilities:

- ___a. Supervises and evaluates the coaching staff in games and practices on a regular basis.
- ___b. Provides remediation/counseling assistance as needed. Reports to secondary principal/superintendent those situations that either continues in remediation or a serious problem mandating immediate attention.

- ___c. Coaching evaluations are to be in writing on evaluative criteria forms approved by the Board. One or more evaluations are required on each coach either during the season or within three weeks following that sport season.
- ___d. Acts 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.
- ___e. Is responsible for weighing in wrestlers on days of home and away events, when required, or arranges for administrative assistance when conflicts result.
- ___f. The AD is responsible to be the school official in attendance at all home varsity contests, or arrange with the principal or superintendent to attend in his place.
- ___g. Attends a reasonable number of practices and home and away athletic events for assisting in coaching evaluations. Attends a reasonable number of home events during the summer for coaching evaluation purposes.
- ___h. The AD is responsible for making certain that all coaches are prepared to begin practices, physical forms properly filed, and other details involved with the beginning of each new sports season.
- ___i. The AD in cooperation with the high school and middle school principals will arrange for supervision at all activities.

COMMENTS: _____

___5. Facilities/Equipment

- ___a. Insures that all facilities and equipment are properly maintained and kept in a safe condition. The AD is authorized to see that all repairs are made as needed.
- ___b. The AD can request custodial assistance through the secondary principal/superintendent.
- ___c. Insures that all facilities are readied for all contests to include the appointment and recruitment of qualified timers, scorekeepers, announcers, chain-gangs, judges, etc. for all activity contests grade 7-12. Contacts and arranges through the secondary principal the need for custodial, police, and medical assistance.
- ___d. Works with custodial staff in football field game preparation.

COMMENTS: _____

___6. Eligibility Codes/Requirements:

- ___a. Records and administers ineligibility penalties, whenever necessary, as prescribed by the good conduct code.
- ___b. Endorses the eligibility of all athletic participants in accordance with state and local eligibility regulations.
- ___c. Makes certain each athletic participant is covered by insurance prior to participating in a practice or a game.
- ___d. Develops a handbook for student athletes/parents in concert with all coaches detailing code of conduct and other eligibility rules appropriate for the age level involved.

COMMENTS: _____

___7. Public Relations:

- ___a. Is responsible for establishing and maintaining a good public relations for the activities programs. This responsibility includes attending Bluejay Booster Club meetings or arranging to have the secondary principal/superintendent attend in his place. Is responsible for assisting staff in their public relations.

- ___b. Attends School Board meetings when directed by the superintendent, and when matters concerning the activities program are on the agenda.
- ___c. To get schedules, posters, and schedule cards printed and distributed to the general public.
- ___d. To inform media of contest results.
- ___e. To prepare certificates and assemble awards for presentation ceremonies.
- ___f. To attend all necessary activities, potlucks, appreciations, banquets, etc.

COMMENTS: _____

___8. Fundraising:

- ___a. All fundraising activities associated with athletic and fine arts department cleared through secondary principal.
- ___b. Works with booster clubs to assist in promotions.
- ___c. Works to keep total activities program in balance and proper perspective.

COMMENTS: _____

___9. Other:

- ___a. Duties of the AD shall take precedence over outside activities of officiating, etc.
- ___b. Attend district and state AD meetings (summer workshops if appropriate).

COMMENTS: _____

___10. Overall Evaluation:

Performance of this job will be evaluated in accordance with provision of Board Policy on Evaluation of Professional Personnel. The Secondary Principal will evaluate the AD yearly.

Rating Definitions:

1. Exceeds District Standards: Consistently goes above district standards and requirements.
2. Meets Standards: Performs the tasks and exhibits the characteristics described.
3. Needs Improvement: Needs to be more consistent in the performance of the task described and must improve to meet district standards.
4. Does Not Meet District Standards: Performance in this area is generally inadequate and or unacceptable.

Employee's Signature

Date

Evaluator's Signature

Date

Adopted: 05/09/2005
Reviewed: 04/11/2005; 02/11/2008; 03/12/2012; 03/12/2012
Revised: 03/10/2008; 04/09/2012; 04/09/2012