

**High School Activities Director/Assistant Principal**

The activities director is responsible to exercise leadership and supervisory skills, coordinate, and regulate the grades 7-12 activities program. A balanced school activities program shall be consistent with the district's educational objectives, such as developing student skills, promoting a sense of self-worth and competence, and instilling the principles of fair play. Areas assigned will include speech, drama, music, athletics, cheerleading, academic competitions, and other duties as assigned.

This position reports to, and is evaluated by the Superintendent of Schools and the High School Principal.

Qualifications for the position include a valid State of Nebraska administrative certificate; successful experience as a classroom teacher and activity sponsor; experience and/or background working with student activities; the ability to develop positive relations with students, staff, parents, community, and personnel from other school districts; organizational, managerial, and leadership skills; and knowledge of business practices and appropriate technology skills. Compensation and length of contract shall be established by the Board of Education; alternatives to the above qualifications may be considered as the Board of Education deems appropriate and acceptable.

Duties include, but are not limited to, the following:

1. Supervise and evaluate all coaching personnel, activity sponsors, and other personnel as directed. Conduct classroom observations and assist in certified staff evaluations.
2. Schedule in coordination with the principals, all 7-12 activity contests. Prepare, maintain, and distribute an activities calendar for all activities.
3. Contract certified officials and judges for all home activities. Schedule other supportive personnel as required.
4. Direct all competitive activities and tournaments held as part of the activities program. Schedule ticket takers, concessions, timers, announcers, workers, scorekeepers, student supervisors, security personnel, band, programs, and all other supplementary services.
5. Assume general responsibility for the supervision of all home games, tournaments, and activity events. Schedule and share supervision of home and away events with building and district administrators or other designated school personnel.
6. Assist in managing student behavior at activity events and promotes sportsmanship and student conduct in accordance to school district policies and school rules.
7. Develop and articulate the philosophy and goals of the 7-12 activities program.
8. Organize, supervise, and administer the athletic program according to Board policies, administration regulations, and conference and state associations' rules.
9. Acts as the official representative of School District 145 with the authority to vote on matters of an activity or athletic nature. The activities director shall advise and consult with the superintendent and respective principal before exercising this authority.
10. In cooperation with building and district personnel, arrange and schedule, the maintenance and care of the high school and athletic facilities.
11. Arrange transportation needs of the activity program according to district policy.

12. Administer, with the principal, the activities program budget including the maintenance of inventories and the requisitioning of supplies, equipment and uniforms.
13. Establish the requirements and procedures to assure that students are eligible to participate in activities including academic requirements, physical exam, accident insurance, parent permission, and code of conduct agreements for student participants.
14. Provide leadership in the selection, assignment, development, and evaluation of coaches and activity sponsors.
15. Foster good school/community relations by keeping the community and activities program aware of and responsive to the needs and desires of the public, and respective organizations.
16. Work with and advise the activity booster organizations and serve as liaison between the booster clubs and the activity programs.
17. Establish and maintain rapport between the activity and curricular programs.
18. Maintain school records to include records established, letter and award winners, contest results, conferences standings, award policies, and other pertinent information to establish a documented history of school activity programs.
19. In coordination with the high school principal and activity sponsors, establishes criteria for the awarding and distribution of student letters and awards.
20. Review and recommend approval for all high school athletic and activity group fundraisers.
21. Responsible for all concessions at high school activities.
22. Develop, revise, and publish the student and staff activity handbooks.
23. Assist in the administration of student services, including student discipline and attendance.
24. Perform such other tasks and assume such other responsibilities as may be assigned by the superintendent or high school principal.

Policy Adopted: 11/07/11

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA