



DIXON PUBLIC SCHOOLS #170

Middle School Activities Director

Position Overview

Job Title: Middle School Activities Director

Department/School: Reagan Middle School

Reports To: DHS Athletic/Activities Director

Summary: The Middle School Activities Director (MSAD) will support student-athletes, coordinating athletic programming, mentoring coaches, and maintaining compliance with IESA regulations.

Qualifications

Required:

- Dixon Public Schools current administrator.
- Available for after school hours and weekends as needed.

Essential Duties and Responsibilities

- Overseeing the scheduling and coordination of all middle school athletic events and practices.
- Serving as the primary liaison between coaches, parents, administration, and community stakeholders.
- Communicate with coaches regarding relevant student health needs and applicable IEP accommodations to support student safety, participation, and success in athletic activities.
- Working with the DPS Activities Director on hiring, mentoring, and evaluating coaching staff.
- Ensuring compliance with IESA guidelines and district policies.
- Working with the DPS Activities Director and RMS Principal regarding activities budget, equipment orders, and uniform inventory.
- Coordinating with the DPS Activities Office for transportation and facility use.
- Promoting student participation, sportsmanship, and academic eligibility.
- Assisting with home event supervision.
- Coordinating individuals to work the event (score table, admission, score book).
- Mentor new coaches.

Compensation

- Annual stipend of \$7,000

Application Process

Current employees may submit a letter of interest.

Updated 8.11.2026

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