

KENYON-WANAMINGO PUBLIC SCHOOLS
Independent School District 2172
Job Description

JOB TITLE: Activities Director
EMPLOYEE GROUP: None

DATE WRITTEN: 2/1/2022

WORK YEAR: 12 months

STATUS: ☒ Exempt Non-Exempt
Non-exempt employees receive overtime pay; exempt do not.

REPORTS TO: Superintendent/HS Principal

POSITION SUMMARY: To develop, direct, implement and evaluate the entire co-curriculum program. The Director shall provide leadership for all directors and coaches, work closely with the various Booster Clubs, support organizations and community groups. Position is accountable for the work product of coaches and advisors.

PRIMARY JOB FUNCTIONS:

1. Performs all duties required to organize and schedule athletic and co-curricular activities, contests and practices, and hiring of officials, ticket sellers, scoring table, etc. for these activities.
2. Responsible for posting vacancy requests, interviewing, recommending hire, reviewing performance and addressing grievances and resolving problems. Consults with high school principal and superintendent regarding athletic and activities staff vacancies or discharges.
3. Provides direction and instruction for athletic coaches and student athletes and be knowledgeable and uphold school/MSHSL rules and policies. Conduct seasonal activities meetings as necessary.
4. Responsible for athletic/activities event registrations and rosters and other required paperwork.
5. Maintains athletic/activities events calendars on school website.
6. Conducts evaluation of coaches and athletic programs grades 7-12 on a regular basis with assistance from high school principal.
7. Develops parent, coach, and student activities handbook and conducts in-services/meetings on appropriate procedures.
8. Oversee athletic inventories, requisitions, budget and monitor expenses. Provide superintendent with report on upcoming recurring expenses annually and unforeseen expenses as necessary.
9. Responsible for monitoring the distribution, care and collection of all district equipment related to the individual programs. Will design and maintain an inventory process that assures compliance with equipment-related issues.
10. Coordinates supervision and implements security/safety measures at athletic and activities events
11. Provides and ensures completion of appropriate training for coaches and advisors.
12. Maintain communication and set bussing schedules with bus transportation or school van schedules for all activities related transportation.
13. Provides representation at the Minnesota State High School League meetings and conference meetings and communicates information to the athletic and administrative staff as necessary.
14. Completes all MSHSL, region, and conference reports.
15. Develops athletic and activities policies for the school district.
16. Provides all coaches with updated eligibility information.
17. Maintain eligibility information files, including academic eligibility and health forms and violation files.
18. Demonstrates strong leadership skills and be able to perform all duties in a competent, professional manner.
19. Employee is responsible to be knowledgeable about all district policy.
20. Maintains positive public relations and communication.
21. Maintains positive working relationship with administration, community education and building & grounds director.
22. This job description is not intended to be all-inclusive, and other reasonable related business duties may be assigned by immediate supervisor and other management.

JOB SPECIFICATIONS (EDUCATION, LICENSE, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES):

Required:

1. Bachelor's degree in Education or Administration or other related area.
2. Teaching license issued by the MN Department of Education.

3. Valid Minnesota driver's license required.
4. Excellent communication skills and a solid ethical foundation are required as is the ability to delegate responsibility and authority.
5. Coaching license or certification preferred.
6. Experience in co-curricular activities in a leadership/supervisory role preferred.

PHYSICAL DEMANDS & WORKING ENVIRONMENT

The physical demands and working environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-32%) F=Frequently (33-65%) Consistently (66-100%)					
Demands		Demands		Demands	
Physical		Exposure to Environmental Conditions		Up to 100 pounds	N
Standing	O	Exposure to blood borne pathogens	O		
Walking	O	Blood, body fluid	O	Noise Levels	
Sitting	C	Toxic chemicals	N	Quiet (i.e. library, private office)	O
Talking in person/on the phone	C	Moving parts	N	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	O
Pushing/Pulling up to 100 pounds	O	Electrical shock risk	N	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O
Hearing	C	Explosives	N	Very loud noise (i.e. jack hammer, front row rock concert)	N
Feeling, grasping, finger dexterity	C	Fumes	N	Vision	
Climbing, balancing	N	Extreme cold (non-weather)	N	Sight	C
Stooping (bend at waist)	O	Extreme heat (non-weather)	N	Vision for close work/ability to adjust focus	C
Crouching, crawling, kneeling, squatting	N	Varying weather conditions	O	Looking at computer monitor	C
Stretching/reaching with hands and arms	N	Lifting/Carrying		Color vision (identify & distinguish colors)	C
Distinguishing smell	O	Up to 10 pounds	F	Peripheral, depth perception	
Distinguishing temperature	O	Up to 40 pounds	O		
Traveling by automobile	O	Up to 75 pounds	N		