



JOB DESCRIPTION

Job Title: Activities Director



JOB SUMMARY

The Activities Director is responsible for the management and coordination of school district activities programs to promote athletics and fine arts as positive extracurricular activities and to ensure that all students have an equal opportunity to participate and share in the benefits of district programs. The Activities Director is responsible for coordinating, scheduling, reviewing, supervising, and managing all District co-curricular athletics and fine arts for students in grades 7-12.

JOB DUTIES

- Lead and direct all district activities and athletics for students in grades 7-12.
- Supervise and coordinate all student activities programs in collaboration with the High School Principal and district administration.
- Develop, recommend, implement, and monitor policies and procedures related to athletics and fine arts programs.
- Analyze and evaluate activities programs, facilities, and equipment to ensure safety, compliance with laws/regulations, and alignment with district goals.
- Ensure equitable access and maximize student participation in all activities.
- Determine staffing needs and lead the recruitment, hiring, supervision, training, and evaluation of all coaches, advisors, and activity staff.
- Recommend all coaching and activity personnel for Board approval and maintain assignment records, prior to the beginning of the season.
- Supervise and evaluate head and assistant coaches, addressing performance concerns as needed.
 - Meet with every coach/advisor during the season. Meet with Head Coaches/Lead Advisors at least once every 2 weeks, and other coaches monthly.
 - Evaluate each coach/advisor at the end of each season.
 - JV Level Coaches and below will be done in cooperation with the Head Coach/Advisor.
- Serve as a consultant to administrators, staff, coaches/advisors, students, and families regarding activities programs.
- Develop, manage, and monitor the activities department budget, including revenues, expenditures, payroll, and fundraising efforts.
- Oversee purchasing, inventory, and management of equipment, uniforms, supplies, and facilities resources.
- Establish and oversee systems for collecting and managing student activity fees and event admissions.
- Schedule all interscholastic athletic and activity events, practices, and facility usage.
- Oversee transportation and lodging for all district activities in a safe and cost-effective manner.
- Coordinate and supervise all aspects of events, including officials,

JOB LOCATION

➤ Foley Public School District

WELCOME TO FOLEY PUBLIC SCHOOLS

Foley Public Schools is a connected campus housing 3 year olds to 3rd graders at Foley Elementary, grades 4-8 at Foley Intermediate and grades 9-12 at Foley High School.

OUR MISSION

Foley Public Schools' mission is to bring together students, parents, staff, and community to provide a quality education with an emphasis on developing the full potential of the individual. We strongly believe in encouraging not only academic success but also personal growth. Our staff understands the importance of nurturing the whole individual, and we pride ourselves in developing our students.

OUR MOTTO

"Helping Students Succeed Every Step of the Way" is the motto of Foley Public Schools. This philosophy is actively engaged each day across our three combined campus buildings. Foley's academic excellence provides students with challenges and positive reinforcements at each step of their education.

Foley Independent School District is an Equal Opportunity/Affirmative Action Employer. The District does not discriminate based on gender, race, national origin, creed, age, marital status or disability and will provide reasonable accommodations to qualified individuals with disabilities.

workers, contracts, and support services (medical, custodial, concessions, ticketing, etc.).

- Ensure proper preparation and maintenance of facilities in coordination with the Buildings and Grounds Director and staff.
 - Maintain an event checklist
 - Maintain a yearly priority list
 - Maintain a 5-year plan for facility improvements
- Attend and provide supervision at student activities, events, and competitions.
 - Be present to observe the coach/advisor to provide feedback and support.
- Coordinate and manage summer camps, clinics, and extended activity programming.
- Oversee student eligibility and compliance with district and MSHSL rules and regulations.
- Ensure compliance with all applicable federal and state laws, including Foley Public School Policy, Title IX, and MSHSL policies.
- Maintain accurate records, reports, and documentation related to activities, participation, incidents, and compliance requirements.
- Prepare and submit required reports to conference, subsection, section, state, and other governing organizations.
- Serve as the district liaison to MSHSL, conference officials, booster clubs, community partners, and other organizations.
- Build and maintain partnerships with booster clubs and community groups, providing guidance on policies and procedures.
- Coordinate fundraising efforts and seek additional resources to enhance student opportunities.
- Develop and implement marketing, communications, and media relations for activities programs, including publications, schedules, and public information.
- Collaborate with the Community Education Director to manage facilities use and publish activity calendars.
- Develop and implement parent and student meetings, engagement opportunities, and communication systems.
- Develop and oversee student recognition programs, including awards and banquets.
- Address conflicts and concerns involving students, families, and staff in a fair and consistent manner.
- Assist with student discipline when necessary.
- Coordinate health, safety, and risk management procedures, including handling and reporting injuries and incidents.
- Participate in professional meetings at the conference, section, state, and national levels.
- Serve on district committees as assigned.
- Facilitate payroll processing for coaches and advisors (includes all Schedule-C employees).
- Perform other duties as assigned by the Superintendent.