

# DIRECTOR OF DISTRICT MSHSAA ACTIVITIES

JD LOCATOR: 2.18.2

Adopted: \_\_\_\_\_

Revised: 2/01, 4/04, 6/05, 2/10

SUPERVISOR:	High School Head Principal
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of professional staff.

## JOB SUMMARY

To assist the administration in providing a comprehensive district activities program for students following MSHSAA regulations and school policies.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.***

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**NOTE:** Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Assists with recruiting, interviewing, and recommending candidates collaboratively with administration for employment.
2. Initiates and collaborates with building principals in the annual evaluation process of coaches and sponsors.
3. Ensures that each coach and sponsor is aware of school district policies and adheres to the MSHSAA regulations.
4. Responsible for administering the athletic budgets and ordering athletic supplies and equipment.
5. Maintains all reports as required by MSHSAA regulations and school policy.
6. Prepares and submits all necessary MSHSAA eligibility lists after the information is received from the coaches and sponsors.
7. Meets annually with all coaches and sponsors prior to the start of each school year.
8. Supervises athletics and activities events in collaboration with building principals.
9. Coordinates the practice bus schedules for district MSHSAA activities.
10. Designs and maintains a master schedule of all 7-12 interschool MSHSAA events with the goal of eliminating schedule conflicts between games, concerts, and events.
11. Secures all workers, officials, judges, and emergency personnel; coordinates required transportation; and prepares programs for home contests in collaboration with building principals.
12. Maintains the teachers' assigned duty schedules for district MSHSAA activities.
13. Provides a system of accountability and security for all game/program receipts collected for all district MSHSAA events and activities.
14. Coordinates district MSHSAA activities awards programs.
15. Provides a system to initiate timely information to all appropriate news media regarding athletic events and activities.
16. Serves as school district liaison to community recreation programs and assists with coordination of the youth sports programs.
17. Serves as school district liaison to the Tiger Athletic Booster Club.
18. Ensures that all coaches and sponsors are certified in CPR, AED, and First Aid.
19. Performs other tasks and assumes responsibilities as assigned by the high school principal and/or Superintendent.

SUPERVISORY RESPONSIBILITIES

Collaborates with the building principals in the supervision and evaluation of coaches and sponsors employed for district MSHSAA activities.

***QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.***

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Minimum of a Master's Degree (preferred).
2. Valid Missouri Teaching Certificate
3. A combination of 5 years of successful experience in teaching, coaching, and/or school administration with increasing levels of responsibility.
4. Thorough knowledge of all MSHSAA programs including athletics, band, vocal music, speech, debate, drama, cheerleading, and flags.
5. Such other desired qualifications or certifications as established by the MSHSAA.
6. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
7. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to write reports and correspondence consistent with the duties of this position.
3. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.

6. Excellent computer and keyboarding skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.
11. Effective evaluation skills to continually improve district MSHSAA activities and performance of coaches and sponsors.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The demands of an extended workday (coverage of district MSHSAA activities) requires a high level of physical endurance.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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