



City of St. Charles School District

ACTIVITY DIRECTOR

Reports to: Building Principal
Classification: Certified
FLSA Status: Exempt
Terms of Employment: 12 month according to Board Policy
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation: Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Activity Director provides, maintains, organizes, and administers the building program of clubs and interscholastic activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned

- Coordinate and supervise all activities and programs conducted at the building level.
- Assumes responsibility for the regulations under MSHSAA and Title IX.
- Maintain responsibility for maintenance and proper utilization of facilities.
- Ability to establish and maintain effective working relationships with other administrators, employees, parents and members of the community.
- Ability to promote and maintain strong parental and community involvement.
- Assists in selecting, assigning, and evaluating all activity personnel.
- Possess qualities in shared decision making skills.
- Assumes responsibility for the organization of all activity events, such as, but not limited to, transportation, officials, game workers, and clubs.
- Ability to prepare an activity budget.
- Evaluation of programs.
- Evaluation of staff performance.
- Supervision of facilities.
- Serve as a district representative on community and state committees.
- Responsible for the safety, conduct, and general welfare of students.
- Responsible for the safe operation of the physical plant and the general welfare of all students, staff, parents and patrons on or about the school site.
- Maintains high standards of student conduct.
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.

EDUCATION AND/OR EXPERIENCE

- Hold a valid Missouri Administrative Certificate or willingness to obtain within first 3 years of employment.
- Five years of teaching experience.
- Three years of administrative or supervisory experience is preferred.
- Master's Degree or Doctorate Degree, preferred.

SUPERVISION RESPONSIBILITIES

The Director is responsible for the supervision of all personnel serving the interscholastic and club/activity program.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATION SKILLS:

Ability to read and analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to apply the concepts of basic math, algebra and geometry consistent with the duties of this position.

REASONING ABILITY:

- Ability to define problems, collect, review, and analyze data, establish facts, and draw conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships, with students, staff and the community.
- Ability to communicate clearly and concisely both in written and oral form.
- Ability to perform duties in full compliance with district requirements and Board of Education policies

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 frequently required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee may occasionally lift/ and or move up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

The demands of an extended workday (coverage of building activities and extra-curricular activities, etc), requires a high level of physical endurance. This job requires the ability to handle and balance multiple demands at one time.

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. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The work environment may be extremely cold or extremely hot depending on the activity and the season of the year.

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

Activity Director
Revised SY 2007-2008