

South Burlington School District Position Description

Job Title: Director of Activities
Location: District
Job Group: Administrator
Pay Level: Exempt
Reports To: Superintendent/Designee

Summary: Directs and coordinates all co-curricular and extra-curricular activities, including but not limited to: athletics, intramurals, activities, and special programs. Supervises athletic trainer(s), coaches, and the FHTMS Activities Coordinator position, in collaboration with the middle school principal.

Essential Duties and Responsibilities:

1. Serves as an educational leader to promote the needs of all learners and to ensure equal access to a comprehensive co-curricular and extra-curricular programs by:
 - a. Developing programs and activities that are in support of best practices in common core standards, assessment, and data-driven action planning.
 - b. Assists in the supervision and evaluation of assigned educational programs and connected learning opportunities.
 - c. Facilitating the development, articulation, implementation, and management of fiscally- responsible, age-appropriate programs that provide equal access to varied activities by all students.
 - d. Promoting the success of each participant by advocating, nurturing, and sustaining involvement through learning opportunities that are conducive to student interests, personal growth, and development.
 - e. Ensuring parity between the District's Ends Policy and program offerings and communicating the philosophy and goals of the District's Athletic and Activities programs to students, staff, parents/guardians, and the greater educational community.
 - f. Fostering partnerships with district and community programs to advance a shared vision and purpose.
2. Provides administrative services directly or through others:
 - a. Serves as a public relations/media contact for athletic and student activities; liaison to the Booster Club; representative in matters of scholastic activities, interscholastic athletics (with the Vermont Principal's Association (VPA) and with each secondary league of affiliation); and collaborates with other stakeholders and agencies.
 - b. Developing, implementing, and monitoring fiscally responsible activity budget(s). Oversees the department purchasing process to ensure appropriate spending and initiates actions in support of proper department spending. May develop grant proposals for fiscal support.
 - c. Developing and maintaining: a K-12 master calendar/schedule of afterschool, evening, and weekend events; coordinating schedules with other districts; arranging for transportation and officials; publicizing tournaments and special events, as necessary; creates and governs processes for accessing school facilities; and provides stewardship to school and community facilities.
 - d. Preparing and submitting periodic reports as necessary and/or required.
 - e. Providing training, direct supervision and evaluation of FTHMS Activities Coordinator, coaches, activity advisors, and assigned staff members.
 - f. Maintaining accurate records, financial data, student accounts, and reports.
 - g. Interpreting, communicating, and enforcing appropriate rules and regulations governing athletic and non-athletic activities.
 - h. Provides leadership in the orientation and in-service training of coaches and student advisors.

- i. Recruits, interviews, and recommends hires. Supervises, evaluates, and assigns coaches and student advisors directly or through designated reports.
3. Overall responsibility for the safety and well-being of student participants.
 - a. Conferring with parents, students, and staff to discuss policies and behaviors and to provide guidance on current or future athletic opportunities.
 - b. Initiating and enforcing protocols, training, and programs concerning student safety, injury prevention, medical attention, and emergencies.
4. Overall responsibility for directing co-curricular/extra-curricular activities including student athletic activities by:
 - a. Ensuring documentation and procedures for athletic competitions, physical exams, parental consents, and student eligibility are complete and in keeping with District, Division, and state requirements.
 - b. Establishing and enforcing the physical, academic, and training requirements of eligibility for participation.
5. Keeps current on trends, developments, and research in the areas of instruction, learning, and sports management. Attends conferences and professional meetings and school meetings as required and/or necessary.
6. Performs other duties as assigned.

Supervisory Responsibilities: Supervises FHTMS Activities Coordinator, Athletic Trainer(s), coaches, assistant coaches, activity advisors, activity volunteers, and event personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws at the direction of the Board and Superintendent. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems. The ability to work in a collaborative team environment is essential to the employee's successful job performance. Demonstrated ability and skill in leadership, mentoring, and good sportsmanship is required. Regular attendance in accordance with established work schedule is required.

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

Education and/or Experience: Master's Degree in related subject area preferred. Five or more years of experience in teaching, coaching, organizing, and leading a comprehensive athletic/activities program is expected. Advanced knowledge and/or demonstrated continued learning in health and fitness area is preferred.

Licenses and/or Certificates: Current or eligible for Vermont Educator's License with an Administrator's endorsement. Valid Vermont Driver's License.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to develop and write routine correspondence. Ability to speak effectively to individuals or before groups from the greater school community.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Basic accounting skills required.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work with students, parents, and staff in problem solving matters (such as student discipline) as they relate to the area of job responsibilities.

Other Skills and Abilities: Computer literacy to include data tracking, accessing information from existing software, internet, email use, and word processing. 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 orally and in written form. Ability to perform duties with awareness of all District requirements and School Board policies. Demonstrated ongoing commitment to workplace diversity, sustainability, and delivering exceptional customer service is essential.

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, as defined by the District, 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 sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. Ability to lift up to 50 pounds. The employee occasionally is required to use fingers and hands to manipulate equipment or access computers with frequent repetitive motion. An acute ability to work in a flexible and adaptive manner while providing quality service while focusing on outcomes is essential.

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 this environment is quiet to loud depending upon the activity in the particular part of the day.

Terms of Employment: As specified in the Administrator's Agreement.

Evaluation: Superintendent/Designee

Approved: 3/2014

Revised and Approved: 3/23/17

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009 is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____ Date _____