

MSTM Activities Director

SUMMARY: Supervise, coordinate and evaluate junior high and high school athletics and activities throughout the District to support the extracurricular development of participating students. Also, manage the District's athletic facilities and schedules, manage the District's activities budget and funds and participate in the hiring and evaluation of all coaches and sponsors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

1. Supervise the coordination and evaluation of junior high and high school athletics and activities to ensure programs of high standards.
2. Supervise and coordinate athletic and activity events ensuring all officials, volunteers, and paid support staff are arranged.
3. Manage the District athletic facilities including coordinating improvements, plans, schedules and maintenance to ensure the wellbeing of students, parents and staff.
4. Coordinate and work cooperatively with buildings and grounds staff in care of facilities and execution of events.
5. Help prepare the District's budget for activities, assign school funds and monitor expenditures in the activities budget in order to maintain, control and account for those funds.
6. Work cooperatively with administrators in hiring quality personnel for coaching and sponsor positions.
7. Represent the District in arrangements and scheduling of post-season athletic events including district, regional and state culminating events. Attend and supervise those events.
8. Promote effective communication between the schools and community by creating positive support for the continued improvement of the programs.
9. Participate in District administration meetings and other District meetings as required or appropriate.
10. Demonstrate proficiency in meeting appropriate professional Standards in execution of duties.
11. Supervise and evaluate all junior high and high school coaches and sponsors.
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in appropriate field with required endorsements.
- Experience working in activities coordination preferred.
- Evaluator approval preferred or willing to obtain.

TRAININGS, CERTIFICATIONS, AND PRESERVICE REQUIREMENTS:

- Background check required for hire.
- Universal Precautions training and Mandatory Reporter training required upon hire.
- Other certification as deemed necessary for duties.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Perform aforementioned duties and responsibilities with consistency and attention to detail.
- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical, organizational and time management skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Thorough understanding of Iowa high school rules, regulations, policies and procedures.
- Knowledge of risk management, philosophy and organization of programs, legal issues in athletics administration, Title IX, sexual harassment, Americans with Disabilities Act and employment law.
- Ability to promote and follow Board of Education policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Ability to stand and walk for extended periods of time.
- Ability to lift up to 50 pounds.
- Ability to work in reasonable outdoor conditions for limited periods of time.