

**Activities Director  
Job Description**

**Burrton, USD 369**

**Purpose:** The Activities Director coordinates school activities to avoid scheduling conflicts and ensure rewarding experiences for students. In order to accomplish these tasks, the Activities Director must work closely with other staff and administration of the District.

**Responsible to:** MS/HS Principal and Superintendent

**Payment rate:** Salary and benefits to be established by the Board of Education

**Qualifications:**

1. Appropriate Kansas certification for the position of Activities Director.
2. A Master's Degree, with courses in the organization and administration of athletic and physical education programs desired.
3. At least five years' successful experience as a head coach preferred.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Coordinate and supervise activities at district, league, state and other levels.
2. Ensure all school activities conform to KSHSAA guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. Ensure all activities conform to District guidelines.
5. Work effectively with booster club or other community organizations.
6. React to change productively and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.
7. Work to implement the vision and mission of the District.
8. Work with a variety of technology/computer systems.
9. Model commitment and dedication to work.

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10. Work independently and without supervision, and complete work in an efficient manner.
11. Supervise students and fans during games; take appropriate action as needed or requested by officials to ensure appropriate behaviors of spectators.

**Physical Requirements/Environment Conditions:**

1. Requires prolonged sitting or standing.
2. Requires some travel.
3. Must have physical stamina to maintain job responsibilities.
4. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
6. Must regularly lift or move up to 10 pounds, occasionally lift and/or move up to 25 pounds, and with assistance lift and/or move 50 pounds.
7. Occasional stooping, bending, kneeling, turning, and reaching.
8. Must maintain appropriate levels of personal hygiene and sanitation.
9. Must work indoors and outdoors year-round.
10. Must be able work in noisy and crowded environments with numerous interruptions.

**General Responsibilities:**

1. Ability to prepare athletic budget and reports.
2. Ability to formulate athletic policy.
3. Hire officials for contests.
4. Schedule athletic events.
5. Approve or disallow purchase requests from coaches and account for same.
6. Demonstrate effective interpersonal relationships with others.
7. Meet with all coaches as necessary to review rules and coordinate reports.

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8. Certify eligibility requirements for students.
9. Correspond with state athletic associations concerning eligibility requirements and interpretation of all rules governing athletic events and extracurricular activities.
10. Arrange for practice areas when needed.
11. Prepare game facilities and make game arrangements.
12. Arrange transportation for away games.
13. Ensure payment for all officials at home contests.
14. Ability to attend league, district, state and national meetings concerning athletic activities.
15. Ability to assess and evaluate athletic programs and coaches.
16. Ability to arrange for letters and certificates for all sports.
17. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
18. Assume other duties as assigned by Principal or Superintendent.

**Terms of Employment:** Academic Year/Athletic Season as assigned.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of Kansas Statutes and Board of Education policy.