

## **JOB DESCRIPTION**

**Title:** Director of Student Activities

**Primary Functions:** The Director of Student Activities:

1. Provides Troy students with the opportunity to participate in extracurricular and co-curricular activities that will foster physical, academic, and team skills.
2. Serves as the district liaison for all booster and community organizations,
3. Provides support for the completion of employee evaluations,
4. Coordinates current extracurricular and co-curricular activities, and
5. Researches new opportunities for extracurricular and co-curricular activities.

**Qualifications:**

- ISBE certification as an administrator (Type 75), preferred
- At least five years of teaching experience, preferred
- Advanced degree in education, Masters or higher, preferred.
- Prior leadership/ experience appropriate for the job.
- Excellent written and verbal communication skills.
- Ability to facilitate groups and lead others in the completion of assigned tasks.
- Possesses a valid Illinois driver's license, has access to personal vehicle, able to drive the vehicle for performance of job responsibilities.
- Ability to communicate effectively in the English language, both orally and in writing, with other professional, students, parents and the community.
- Requires prolonged sitting or standing.
- Occasionally requires physical exertions to manually move, lift, carry, pull or push heavy objects or materials.
- Occasional stooping, bending and reaching.
- Requires some travel both within the school district and to locations where athletics are being conducted.
- Work hours include typical work day as well as after-school and evening hours.
- Must work indoors and outdoors year round.
- Must work in crowded environments.
- Background and experience in coaching middle grades or high school sports; knowledge of state, conference and local rules, regulations and guidelines, preferred.
- Alternatives to these qualifications as the Board may approve.

**Reports to:** Building Principal. Principals of WBO and TMS will take responsibility for the evaluation of this position, with input from other building principals.

**Supervisory Responsibilities:**

- Recruits, interviews and recommends employment of coaches and sponsors for all activities.
- Assigns all coaches and sponsors.
- Provides input for the evaluation of coaches and sponsors.

**Performance Responsibilities (Essential Functions):**

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

- Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Organizes and administers the overall program of extracurricular activities for the District in order to insure continuity and consistency within and between each extra curricular activity.
- Seeks out and produces enhancements to the extracurricular offerings for Troy's students, both in sport and other extracurricular activities.
- Directs, coordinates, and provides appropriate supervision for all sports and activities, keeping a balance between academics, activities and athletics and in providing equal access of opportunity for all students.
- Recruits, interviews and recommends the selection of personnel for extra curricular activities and provides input for the evaluation of coaches and sponsors.
- Makes necessary arrangements for athletic/activity contracts, publicity, obtaining officials and judges and arranging for necessary personnel to host or conduct all extra curricular activities (e.g., scorekeepers, ticket takers, police protection, crowd control, etc., )
- Arranges for physical examinations of athletes annually.
- Handles discipline situations associates with activities, involving the appropriate administrators.
- Promotes a system of recognition and publicity of participants and program to the media.
- Works with the various booster clubs as the District

liaison.

- Interprets and recommends actions to comply with the conference and state athletic/activity association rules.
- Accounts for all monies handled in the extra curricular program in accordance with the prescribed local and state procedures, working closely with the Business Office.
- Responsible for the purchases of equipment and supplies for all extracurricular activities acquired through bids and/or quotations.
- Directs and coordinates the scheduling of all student activities within the school calendar, subject to approval of the building principals and superintendent.
- Supervises the inventory, storage and care of athletic/activity equipment and supplies.
- Provides communication with custodians in reference to practice dates, meets/games, and facility usage. Serves as liaison between extracurricular personnel and custodians.
- Supervises and issuance of activity awards, banquets and parent or booster club activities.
- Handles the scheduling of all district facilities by school officials and outside organizations or individuals.
- Works in cooperation with building principals to insure that athletic facilities are in proper repair and the building facilities are appropriate for related extracurricular activities.
- Maintains a master schedule of facilities for the entire school district.
- Communicates the scheduling of events on the master schedule with the parties involved.
- Submits an annual budget and required reports.
- Update coaches/sponsors handbook annually.
- Mediates parental complaints for program concerns.
- Seeks and coordinates opportunities to collaborate with community organizations in the development of extra/co-curricular and academic enrichment opportunities.
- Fosters good school-community relations by keeping the community aware of and responsive to the extracurricular activities program. Serves as district liaison for the same.
- Raises funds to enhance the extracurricular offerings of the School District.
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- Other duties as assigned.

**Terms of Employment:** 190 Days

**Evaluation:**

Performance of this job will be evaluated in accordance with the Labor Agreement. .

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Employee Signature      Date

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Supervisor Signature      Date

Copy to Employee and Supervisor

**2/8/2011**