

Job Title: High School Activities Director & Assistant Principal
Department: Secondary Education
Reports To: Assigned School Principal
FLSA Status: Exempt
Salary Schedule: AE lane 03



SUMMARY

In addition to the essential duties outlined in the appropriate Assistant Principal position description, the Activities Director/Assistant Principal position will also be responsible for the overall leadership and coordination of the high school athletic program for the assigned school. The Activities Director/Assistant Principal will also facilitate programs at all levels that develop each student's physical skills, and a knowledge and understanding of the benefits of athletics and the principles of fair play.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

These essential duties are in addition to any assigned essential duties listed on the Assistant Principal-High School position description.

Represents the district in all matters related to athletics at league, conference, and state meetings.

Conducts annual and season coaching/sponsor meetings.

Provides training to coaches and sponsors, reviewing handbooks and guidelines.

Supervises training requirements for coaches including, but not limited to, coaching training classes, coaching certification courses, and National Federation of State High School (NFHS) courses.

Represents the athletic department at curriculum and guidance meetings.

Assists in the supervision of the licensed, classified, and off campus athletic personnel.

Provides recommendations in the selection, assignment, evaluation of all athletic personnel.

Supervises and controls student conduct in school buildings, on school grounds, and at extracurricular activities, to promote and maintain an atmosphere conducive to learning and participation.

Provides leadership for organizing and scheduling of all interscholastic and intramural events; including hiring of officials, staff supervisors, and security as required by league and district policy and procedures.

Arranges transportation for athletic participants in accordance with district policy.

Arranges details of all visiting team's needs (i.e., locker room facilities, field assistance, etc.).

Monitors the academic and physical requirements of eligibility for participation in each sport, and verifies each participant's eligibility, following district and league policies and guidelines.

Supervises all ticket sales and fundraising events connected with the athletic programs, and assumes responsibility for the proper handling and accounting of monies involved.

Maintains permanent records for each sport, verification of medical examinations, insurance coverage, parent consent forms, participation fee payments, etc., for each participant.

Monitors student enrollment in the school insurance program to comply with district policy.

Plans, organizes, and supervises all athletic awards programs with the head coach.

Serves as the liaison for non-school use of playing fields and facilities, in coordination with the school administration.

Coordinates with the Head Custodian (or designee) and Maintenance Department, the repair and maintenance of all athletic fields and facilities.

Receives quotes for supplies, uniforms, and equipment; assesses such requests and prepares requisitions for purchase.

Consults with the school administration regarding athletic schedule changes, early dismissal of teams, student eligibility as needed.

Fosters positive school-community based relations by establishing and maintaining working relationships with all community based athletic programs, clubs and boosters.

Represents the school within the community for the purpose of maintaining and developing on-going community support for educational and athletic program goals and/or assisting with issues related to school environment.

Assumes responsibility for announcements, publications, distribution of team rosters, and public relations within the school and in the community.

Maintains a high level of ethical behavior and confidentiality when dealing with student, staff, and/or parent information.

Observes and corrects or reports any concerns that deal with safety in relation to facilities, practices, and events.

Completes all paperwork to comply with Region, UHSAA, and School District requirements.

Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the board or administration.

Performs such other duties and assumes such other responsibilities as the principal may request.

SUPERVISORY RESPONSIBILITIES

This job assists in the supervision of the school athletic program personnel.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's Degree in Education with four to six years classroom instruction and related administrative experience and/or training.

Experience preferred in various aspects of school leadership, including coaching, and other qualifications the board may find appropriate and acceptable

CERTIFICATES, LICENSES, REGISTRATIONS

An active Utah School Leadership License is required for this position.

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 regularly required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

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.*

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level is moderate.

Prepared By: Secondary Education Department		Date: 12/18/2007
Approved By: Executive Director, Human Resources		Date: 02/06/2008
<input checked="" type="checkbox"/> Review <input type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 06/04/2013
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 12/12/2016
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: Assistant Director, HR	Date: 11/03/2021
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	