

**Clarinda Community School District  
Associate Activities Director  
Job Description**

**Position:**

Associate Activities Director

Primary focus on performance arts, academic activities and clubs

**Qualifications:**

Required Bachelor's degree or higher in PK-12 administration or related field, concussion training, (new) evaluator's license

Full-time Certified Teacher for Clarinda Community School District

**Reports to:**

Activities Director

Building Principal

**Job Goal:**

Assist in scheduling and supervising activity programs. Collaborate with Activities Director and Coaches/Sponsors/Directors of programs.

**Performance Duties:**

**JOB DESCRIPTION**

**Associate Activities Director**

**Position Purpose:**

The position shall have responsibility for assisting the Activities Director in the over-all management of the Clarinda Community School District Activities Programs.

**Essential Functions:**

- Assists the Activities Director in supervising the High School and Middle School athletic programs in coordination with the Principal, Superintendent and others, including recommending brand policies and procedures relating to the activities programs/clubs.
- Assists the Activities Director in the development of an annual budget and its implementation.
- Assists the Activities Director with the development of the interscholastic activity schedules and officials' schedules for all non-athletic contests.
- Communicate with the Activities Director in the coordination of transportation for all activity contests.
- Assists the Activities Director in coordination of support personnel for all activities contests, including event management, ticket sales, security, athletic trainer and emergency personnel and apparatus.
- Assists the Activities Director in the supervision/evaluation of the activity coaches/sponsors.
- Implements and monitors usage of the Activities Code of conduct.

- Assists the Activities Director in the supervision of all contests.
- Assisting in representing the district, as needed, at Conference, District and state meetings for administering the interscholastic athletic program.
- Assists the Activities Director in ensuring that all applicable laws and regulations relating to athletics are applied and followed, including Title IX and other federal laws and regulations, state laws and regulations.
- Creates and collaborates with student communication team (website, social media platforms) materials to publicize athletic and sporting events, both in printed and electronic formats, for the purpose of disseminating information and fostering enhanced awareness among students, staff, and the community in recognizing and supporting the school's athletic programs and attending events.
- Maintains professional relationship with media sources for the purpose of providing information regarding schedules, postponements or cancellations, sporting event statistics, records, and other relevant information.
- Coordinates with Activities Director for the purpose of scheduling activities that occur prior to, during, and after sporting events, such as musical programs, press boxes, scorers tables, half-time programs, police coverage, ticket sales, availability of on-site medical care, concessions, custodial services, and other related activities.
- Assists Activities Director in handling accidents and injuries in accordance with school policies, and applicable laws and regulations, including reporting and documentation requirements.
- Maintains records and documents as required and necessary to ensure proper documentation of athletic program activities, events, participation, and related information for the purpose of complying with school policies as well as applicable laws and regulations.
- Responsible to carry out all other duties assigned by the Activities Director and/or a district administrator.
- Other duties as assigned

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

### **Equipment**

- Uses standard office equipment such as personal computers, printer, copier and fax machines, calculator and telephone.
- Uses equipment and supplies related to sports, athletics, and physical fitness.

### **Travel Requirements**

- Travel to school district buildings, athletic competitions and professional meetings as required.

## **Physical and Mental Demands, Work Hazards**

- Work in standard office and school building environments as well as athletic competition venues.
- Physically fit and able to attend and actively engage with coaches, referees and athletes indoor and outdoor year-round in the performance and effective management of the athletic program.

## **Knowledge, Skills, and Abilities**

- Knowledge of district activities and programs.
- Knowledge of applicable federal and state laws and regulations regarding school district activity programs, safety and health, and other areas under responsibility.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint).
- Ability to evaluate, develop and implement athletic programs, activities and events, and make effective recommendations related to those areas.
- Effective verbal and written communication skills.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

## **Qualifications Profile**

- Motor Vehicle Operator's License or ability to provide own transportation **Experience**
- Successful experience managing or directing the activity programs of a school district preferred.
- Successful supervisory experience preferred.

### **Terms of Employment:**

The term of employment will be established by the Board of Education.

### **Evaluation:**

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Performance Based Evaluations.

### **Approved by the Board of Education on:**