

Brockton Public Schools

ACTIVITIES DIRECTOR

REPORTS TO: Building Principal & Assistant Principal

FLSA Designation: Exempt

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

- Supervises all head coaches and assists in selecting, assigning, and evaluating all coaching personnel.
- Carries out supervisory responsibilities in accordance with the Board's policies, rules, regulations, and/or directives and applicable laws.
- Assumes leadership role in the orientation and State required in-service training of coaching personnel.
- Represents the School District in matters of interscholastic activities with the MHSAA and other sanctioning bodies.
- Responsible for the organization and scheduling of athletic events and student activities.
- Responsible for review and approval of purchase requests for all activity related equipment and submission of these purchase requests to the District Business Office for final executive approval.
- Responsible for managing all required "re-conditioning" of activity related equipment (especially football).
- Responsible for ensuring accurate and annually updated inventories for activity related uniforms, gear, and equipment.
- Arranges officials for all home games, contests, and meets.
- Arranges transportation for away games, contests, and meets.
- Develops and continues to evaluate appropriate rules and regulations governing the conduct of student activities.
- Maintains and regularly updates the District's Coaches/Activities Handbook.
- Fosters good school-parent relations by maintaining communications relative to rules and regulations on activities.
- Serves as the administrator on duty for all contests, both at home and away, and promotes school spirit among participants and community supporters.
- Establishes and enforces the physical, academic, attendance, and training requirements of eligibility for participation.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Completed coursework in the organization and administration of activities programs or similar coursework requiring leadership, supervision, and evaluation of employees.
- Five years' experience as a teacher and/or coach.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively communicate orally and in written form with administrators, staff, parents, and students.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Demonstrated leadership ability and general knowledge of issues and problems in all aspects of school activities.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax, scoring equipment.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee will work irregular hours while performing the duties of this job.

The noise level in the work environment is usually moderate but can be loud.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift up to 50 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

I have read and understand the above job description.

Signature of Employee and Date

Signature of Supervisor and Date