

Poquoson City Public Schools
JOB DESCRIPTION

TITLE: Activities Director

This position is X exempt or _____ non-exempt

PRIMARY FUNCTION: Administration of all athletic programs; provides leadership to the athletic staff; assists the administration in developing and maintaining a wholesome and balance athletic program.

MINIMUM QUALIFICATIONS: Holds a valid Virginia teaching license, three years of successful teaching experience and three years successful coaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of athletic programs and operations of an athletic program.
- Skilled in budgeting and purchasing.
- Ability to exhibit sufficient strength, agility, dexterity and mobility to carry out all performance responsibilities
- Ability to communicate well orally and in writing.
- Proficient in the use of business software (e.g. Office 2007 Suite).
- Ability to plan strategically and problem solve.

GENERAL PERFORMANCE RESPONSIBILITIES:

- Provides general oversight for division VHSL activities to include supervision of coaches and sponsors; scheduling and coordination of tryouts, practices and events; management of program operation to include facilities, transportation, officials, promotions, and equipment.
- Works collaboratively with the division Extracurricular Advisory Committee to develop long term goals for extracurricular activities.
- Acts as a conduit between all extracurricular program constituent groups, the school administration, and the School Board.
- Provides supervision and crowd control for home and away athletic events as appropriate.
- Provides orientation of athletic staff regarding policies and procedures governing the athletic program including district, regional, and state regulations.
- Provides supervision for home and away athletic events and activities as appropriate.
- Assists principal in recommending potential athletic staff members.
- Assists principal in evaluating athletic staff personnel.
- Attends as many contests, meets, and events as possible.
- Oversees the repair and maintenance of varsity athletic fields, track and gymnasiums, including physical education facilities.
- Coordinates the organization and operation of the press boxes.
- Coordinates the annual review of the athletic policy.
- Examines all equipment and facilities before use.
- Provides dressing rooms for visiting teams and game officials.
- Keeps informed of the rules and regulations of the total athletic program.
- Maintains complete records on the athletic program including eligibility lists, insurance lists, equipment inventories, awards, rosters, finances, physicals, event records, etc.
- Acts as liaison between principal and coaching staff.
- Serves as liaison between coaches and parents.
- Acts as liaison between the athletic staff and the athletic booster club.
- Attends district, regional, and state athletic meetings as appropriate.
- Performs other duties as assigned.

TERMS OF EMPLOYMENT: Salary according to School Board Pay Plan; Contract length 225 days

REPORTS TO: Principal

EVALUATION: Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel and will be based on the overall progress of the program.

APPROVED BY DEPUTY SUPERINTENDENT - August 11, 2009