



HIGH SCHOOL ACTIVITIES DIRECTOR

Job Title: High School Activities Director

Days/Calendar: 210 days

• **Location/Department:** District-Wide

☐ **Part-Time** ☐ **Full-Time**

Physical Class: ☐ Sedentary ☒ Light ☐ Medium ☐ Heavy ☐ Very Heavy

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HR Use Only:

Overtime Status: ☐ Non-Exempt ☒ Exempt

Brief Description of Position: Under the direction of the High School Principal, the Athletic Director is responsible for the overall operation of the High School Athletic Department. The Director plans, organizes, schedules, and directs all aspects of the high school athletic program; is responsible for hiring and supervising all coaching staff and other athletic department personnel; and coordinates with the District Administration and other GPS Athletic Staff for the smooth operation of the GPS Athletic Department, with minimum supervision. The Director maintains effective communications with students, parents and district personnel; and helps develop policies, procedures, and objectives in accordance with district policies and procedures, the Nebraska Schools Activities Association, and NE Department of Education regulations.

QUALIFICATIONS:

- A. Education Level: Master's Degree in subject area or administration required.
- B. Certification Requirements: Must maintain a current Administrative Nebraska Teaching Certificate; Certified Athletic Administrator; preferred

REPORTS TO:

High School Principal

SALARY:

Salary based on prior relative experience as specified in the Negotiated Professional Agreement.

TERMS OF EMPLOYMENT:

Certified position, when school is in session. The district work calendar is established by the Superintendent and approved by the Board of Education.

EVALUATION:

The performance of this job will be evaluated in accordance with provisions of the Board's policy on the evaluation of certificated personnel.

Essential Functions and/or District Morale:

- A. Regular, dependable, in person attendance is an essential function of this position.
- B. Driving is an essential function of this position.
- C. Knowledgeable about programs served.
- D. Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries from parents, staff, and others. Ability to speak about the school district to community groups.
- E. Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to deal with abstract and concrete information. Ability to make decisions in a timely manner, utilizing input from others as appropriate.
- F. Other Skills and Abilities: Ability to apply knowledge of current research and theory in area of instruction, leadership, and other areas as needed. Skill in effecting good employee relations including the ability to function effectively in confrontational situations. Ability to establish and maintain effective working relationships. Ability to resolve conflicts. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PERFORMANCE RESPONSIBILITIES:

- A. Represent the Principal and directly organize and control all facets of the interscholastic athletic program in accordance with policies adopted by the Activities Council and the Board of Education.
- B. Manage, control and supervise the boys and girls athletic departments; includes supervisory responsibilities and scheduling for all facilities used by the athletics department; and associated with this assignment, includes a supervisory responsibility for the conduct and disciplinary patterns established for participants in the athletic program.
- C. Plan for and participate in the management, control and supervision of high school students in audience and spectator situations at all boys and girls athletic events.
- D. Responsible for interpreting eligibility of interscholastic athletic participants.
- E. Schedule and (when necessary) complete contracts for all boys and girls athletic contests and make the required implementing arrangements for the same.
- F. Secure, make managerial arrangements for, and supervise the functioning of all transportation for boys and girls athletic teams and coaches on approved trips.
- G. Plan, manage and supervise a publicity program for the high school athletic department.
- H. Act as a coordinator or liaison person between high school supervisory personnel and the District Director of Athletics.
- I. Coordinate with the sports performance coach and intramural supervisors, assisting them in scheduling facilities to help maintain a quality program.
- J. Assist in developing the school calendar as it pertains to athletic and intramural facilities and events
- K. Develop an orientation program for new athletic staff members.
- L. Interpret Gering Public Schools, conference and state rules and procedures to the staff and community.
- M. Perform the duties of the business manager of athletics; carry into effect school policies and managerial programs as appropriate.
- N. Coordinate with the support staff the facilitation of athletic contests.
- O. Develop and manage athletic budget.
- P. Coordinate athletic equipment purchasing within the policies of the Gering Public

Schools.

Q. With consent, upon request of the Principal, accept other responsibilities that are not now identified but that seem to relate to the general delegation statement.

R. Chair or participate in district committees.

S. Work with outside organizations to plan and coordinate youth sports programming (practices, camps and games/tournament) at GPS facilities.

T. Other duties as assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Physical Requirements Director of Athletics and Activities		Item is not a requirement of the job	Occasional -- up to 33% of time	Occasional/Essential -- to 33% of time, absolutely essential to the job	Frequent -- between 34% - 66%
Essential functions are items listed in Occasional/Essential, Frequent, and Continuous columns.					
Stamina					
1.	Sitting			X	
2.	Walking			X	
3.	Standing			X	
4.	Sprinting/Running		X		
Flexibility					
5.	Bending or twisting at the neck more than the average person		X		
6.	Bending or twisting at the trunk more than the average person		X		
7.	Squatting/Stooping/Kneeling			X	
8.	Reaching above the head			X	
9.	Reaching forward			X	
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X		
Activities					
11.	Climbing (on ladders, into large trucks/vehicles, etc.)			X	
12.	Hand/grip strength			X	
13.	Driving on the job			X	
14.	Typing non-stop		X		
Use of Arms and Hands					
15.	Manual dexterity (using a wrench or screwing a lid on a jar)			X	
16.	Finger dexterity (typing or putting a nut on a bolt)			X	
Lifting Requirements					
17.	Lifting up to 10 pounds (Mark all that apply)				
	Floor to waist			X	
	Waist to shoulder			X	
	Shoulder to overhead			X	
18.	Lifting 11 to 25 pounds (Mark all that apply)				
	Floor to waist			X	
	Waist to shoulder			X	
	Shoulder to overhead		X		
19.	Lifting 26 to 50 pounds (Mark all that apply)				
	Floor to waist			X	
	Waist to shoulder	X			
	Shoulder to overhead	X			
20.	Lifting 51 to 75 pounds (Mark all that apply)				
	Floor to waist		X		
	Waist to shoulder	X			
	Shoulder to overhead	X			
21.	Lifting 76 plus pounds (Mark all that apply)				
	Floor to waist	X			
	Waist to shoulder	X			
	Shoulder to overhead	X			
Pushing/Pulling					
22.	25 to 50 pounds			X	
23.	51 to 75 pounds			X	
24.	76 to 90 pounds		X		
25.	Over 90 pounds		X		
Carrying					
26.	10 to 25 pounds			X	
27.	26 to 50 pounds			X	
28.	51 to 75 pounds	X			