



Lone Jack C6 School District District Activities Director

Reports to: High School Principal & Superintendent
Type of Position: Contracted

Department: Faculty
Classification: Exempt
Length of Contract: 10.5 months

Summary

The job of District Activities Director is under the direction of site & district administration. This individual plans, directs and reviews the activities and operations of student activities, including but not limited to student athletics, student government and student organizations district wide; coordinates assigned activities with other departments and outside agencies; trains and evaluates the performance of assigned personnel. To provide a student activities program that meets the educational and social needs of students in the student activities director's area of responsibility and in relation to the school and community. Works with the Superintendent to ensure transportation systems are implemented.

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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Functions and Qualifications of an Activities Director

- Attend work in a regular, reliable and punctual manner.
- Collaborates with internal and external personnel for the purpose of implementing and/or maintaining activities and athletics services and programs.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization and state policies and procedures, and/or monitoring program components.
- Directs activities department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings and workshops for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Manages assigned program and/or departmental responsibilities for the purpose of achieving organizational objectives, and ensuring compliance with legal, financial and District requirements.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in a variety of meetings for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Performs personnel administrative functions for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepares a wide variety of often complex materials for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information on a variety of topics related to administrative responsibilities.
- Researches a wide variety of topics for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Other assigned duties

DUTIES and RESPONSIBILITIES

Student Activities

- Recruits, hires and appoints activity sponsors
- Approves all activities subject to administrative approval
- Prepares contracts for administrative approval
- Attends administrative meetings within the school
- Assists with student council or other student leadership activities
- Organizes homecoming activities
- Sponsors all dances
- Helps with administrative decisions governing club and/or organizations
- Assists in arrangement of orientation or visits for middle schools
- Helps in planning and organizing freshman and senior orientations
- Assists with registration
- Arranges assemblies
 - Stages and conducts practices for all assemblies as needed.
 - Establishes assembly dates on the school calendar.
 - Supervises at all assemblies.
 - Establishes seating arrangements for assemblies.
 - Approves pep assemblies and agendas.
 - Orders awards for senior assembly and other assemblies.
- Assists with National Honor Society

Clubs, Classes, Organizations and other Activities

- Schedules with coaches/sponsors all MSHSAA and interscholastic events
- Hires and pays officials and acts as host/hostess for visiting schools
- Helps establish crowd control procedures
- Hires and pays all activity workers
- Represents the high school at conference meetings
- Supervises all student activities
- Checks and sends to the Activity Association all eligibility lists
- Arranges transportation for all activities

- Coordinates parent/community support group activities, attends meetings (Booster Club, Band Boosters, PTSA) recommends projects and purchases beneficial for school use helps with money making projects.
- Coordinates all fundraising events approved by administration
- Acts as liaison with MO State High School Activities Association

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.

Conditions and Environment

The work environment is consistent with a typical office environment. Rarely, an individual who holds this position must work outside in rain and snow, and temperatures above 100 degrees and below freezing.

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 essential functions.

Physical Demands

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings, and supervise students. They also may be required to sit for an hour or more at a time. This individual must be able to hear and engage in a conversation effectively in a noisy environment.

Attendance

Regular and consistent daily attendance is an essential function of this position. Attendance at extracurricular activities is an expectation of position.

The skills and abilities listed below are representative of the knowledge, skills and abilities required and are rooted in national standards created by or derived from the National Education Leadership Preparation standards (NELP).

Skills and Abilities

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

- Utilize reading and analysis skills to interpret educational, scientific, and technical journal articles, financial reports and Board policy, governmental regulation and guidance and legal documents.
- Utilize active listening skills sufficient to receive inquiries and complaints and respond appropriately.
- Present effectively to the Superintendent, Board, staff, and community.

- Create and facilitate regular communication practices with the Board, Superintendent, faculty, families and community.

Reasoning

- Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts.

Technology

This position requires basic skills in the use of computers, communication through email, social media, etc and phone usage.

Other Skills and Abilities

This position requires strong interpersonal skills including the ability to:

- Possess positive character traits that are student-centered.
- Maintain collegial working relationships with staff and members of the Board of Education
- Maintain a positive relationship with members of the community
- Effectively manage conflict

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Superintendent based on locally developed standards, which align to the Missouri Educator Evaluation System, Principal Standards. These locally developed standards are consistent with the items listed in the Essential Duties and Responsibilities section of this document. The High School Principal will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Superintendent.

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age or use of leave protected by the Family & Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

Please report any incidents of bullying or harassment to your building

Title IX Coordinators & Compliance Officers.

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POSITION: Activities Director

QUALIFICATIONS: The Activities director shall have a valid teaching certificate from the State of Missouri, at least two years of teaching experience, two years of coaching or directing some other extra curricular areas, and any other requirement as deemed necessary for the position by the Board of Education.

REPORTS TO: High School and Middle School Principals

SUPERVISES: All coaches and sponsors who are listed in the employee handbook as so, and guidelines in terms of their duties and responsibilities with the extra curricular activities programs.

JOB GOAL: To provide daily assistance to the high school principal. To oversee and provide leadership for the athletic/activity programs in the district. To coordinate the athletic program with all other extra curricular programs in the district.

PERFORMANCE RESPONSIBILITIES:

- Assist in providing the leadership for implementation of programs to meet students needs.
- Assist the principal in establishing guidelines regarding student conduct and maintaining effective student discipline to ensure an effective and safe learning environment.
- Assist newly assigned staff members in their transition to the new position.
- Assist in preparing reports, records, lists, and all other paperwork required for the operation of the school and its programs.
- Keep the building principal informed of school activities, that are under the supervision of this position, as well as any problems that might develop.
- Provide leadership for programs and activities that are assigned to this position by the building principal.
 - Confer with the building principal and coaches concerning the general organization and conduct of the athletic/activity program.
 - Coordinate the use of athletic facilities.
 - Schedule, supervise and coordinate all workers for athletic events.
- Coordinate all athletic tournaments or meets hosted by Wellington-Napoleon R-IX Middle and High School.
- Arrange for transportation for all athletic activities requiring transportation.
- Maintain an accurate inventory of athletic equipment and uniforms and advise the principal(s) on requisitioning new equipment and uniforms.
- Work as a liaison between the school and the MSHSAA; handling reports, forms, eligibility requirements, all lists, entry information, and rules concerning state events.
- Contract officials for athletic events.
- Work with appropriate personnel in the preparation and dissemination of information for the media, parents, students, and staff.
- Prepare an Athletic Manual outlining procedures, policies, and specific responsibilities.
- Hold regular seasonal coaches' meetings to assure coordination within the athletic department.
- Confer with the principal(s) concerning the evaluation, recommendation, and assignment of coaching personnel. Written improvement recommendations will be submitted to the Superintendent when warranted.
- Provide input into the hiring of all coaches.
- Share supervision duties and responsibilities for events with the building principal(s).

TERMS OF EMPLOYMENT: Contract length to be determined by the Board. Salary will be determined in accordance with the current extra duty and/or teacher salary schedule adopted by the Board for the school year. Benefits will be determined by the Board.

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Staff.