

Director, Activities/Assistant Principal

School District Job Description

Position Title: Director, Activities/Assistant Principal - High School

Department: Building

Reports To: Principal

SUMMARY: Maintains, organizes and administers the overall program of inter-scholastic athletics, including intramural activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.* The athletic director is the primary duty of this position.

Activities Director

- Assists in selecting, assigning and evaluating all coaching personnel. Assumes leadership role in the orientation and in service training of coaching personnel.
- Represents the School District in matters of interscholastic athletics with the MHSAA.
- Represents the School District in matters of interscholastic athletics with each secondary league of affiliation.
- Is responsible for the organization and scheduling of athletic events. Contracts officials for all home contests.
- Arranges transportation for away contests.
- Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic activities.
- Fosters good school-parent relations by maintaining communications relative to rules and regulations on athletics.
- Establishes and enforces the physical, academic and training requirements of eligibility for participation.
- Oversees extra curricular activities

Assistant Principal

- Works with other assistant principal(s) in serving as school leader in the absence of the principal.
- Administers a program of student discipline along with other assistant principal(s).
- Assists with staff evaluation.
- Manages building staff including class schedules and building problems
- Assists scheduling special events during the school day.
- Assists with coordinating the development of the master teaching schedule.

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- Provides general supervision to students.
- Oversees extra curricular activities.

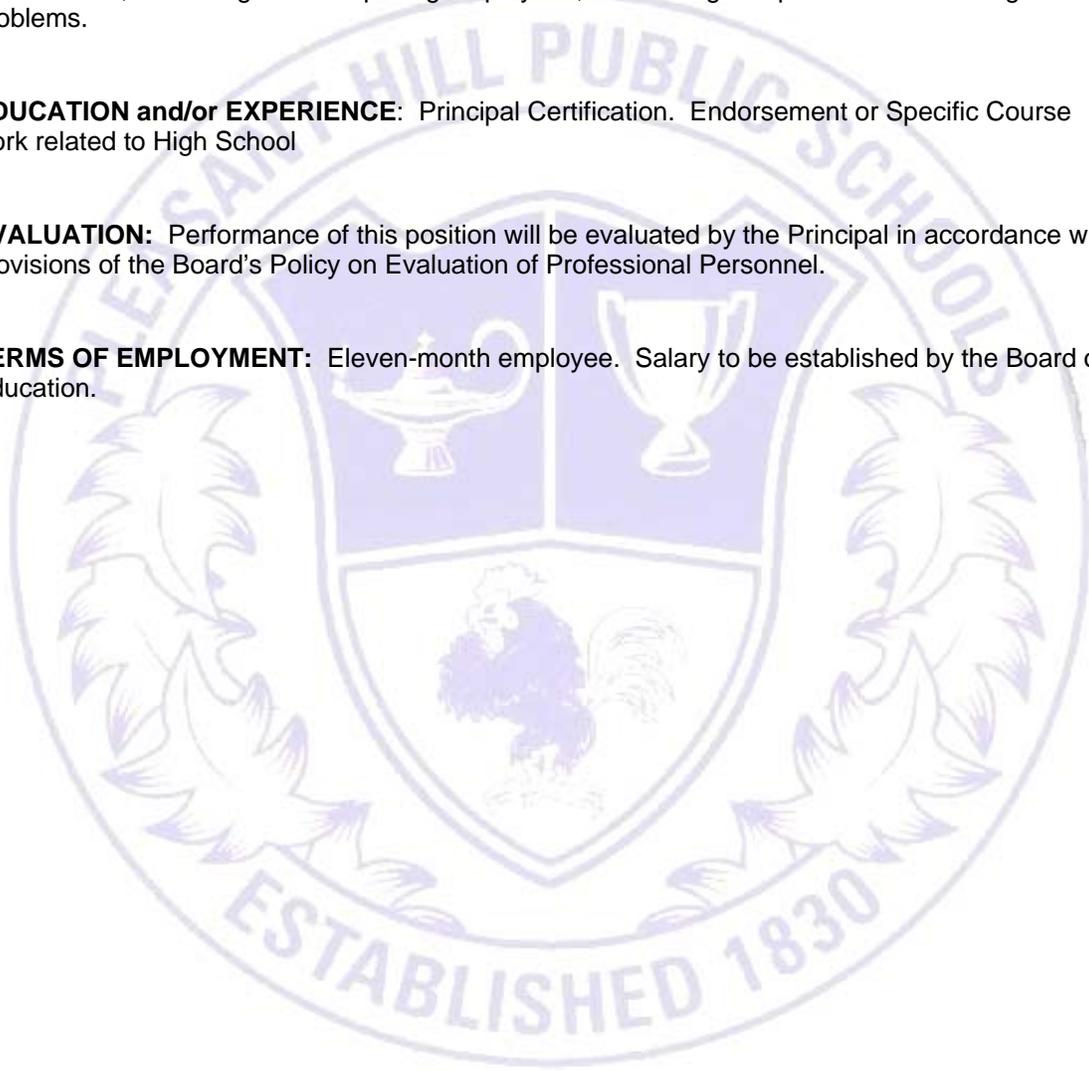
SUPERVISORY RESPONSIBILITIES:

Supervises all head and assistant coaches in the Athletic department . Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE: Principal Certification. Endorsement or Specific Course work related to High School

EVALUATION: Performance of this position will be evaluated by the Principal in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT: Eleven-month employee. Salary to be established by the Board of Education.



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Date_____