

PROFESSIONAL STAFF POSITIONS
(Activities Director)

Qualifications:

1. The activities director shall have had experience as a teacher in addition to the supervision and administration of school activity programs.

Appointment

1. The annual period of service shall be 260 working days.
2. The director's immediate supervisor is the superintendent.

Duties

1. He/she shall have general charge of the activities program, in conjunction with the superintendent and the building principals.
2. He/she shall have responsibility for the preparation of all activity schedules, subject to approval by the superintendent and/or appropriate principal.
3. He/she shall prepare all eligibility lists of participants and see that they are sent to the proper officials.
4. He/she shall ascertain that each middle school and high school participant has the necessary insurance.
5. He/she shall employ all officials and event workers for activity events and make arrangements for their compensation through the business office.
6. He/she shall make all travel arrangements for activity programs.
7. He/she shall be directly responsible for promptly publicizing activities in newspapers and on radio and television stations serving the Huron area.
8. He/she shall assume supervisory responsibilities as assigned by the principal-in-charge and/or the superintendent.
9. He/she or the superintendent's designee shall supervise and evaluate all coaches/sponsors in the school system and, as such, shall make annual recommendations to the superintendent as to the work of each coach/sponsor in the respective duties.
10. He/she shall generally be responsible for the purchase and inventory of all equipment and supplies for the activity program.

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11. He/she shall work closely with the supervisor of buildings and grounds regarding the upkeep and maintenance of facilities.
12. He/she shall consult with the superintendent, principals, or business manager concerning a proposed action/decision for which there is no policy or precedent.
13. He/she will represent the district at Eastern South Dakota (ESD) meetings and Board of Control meetings of the South Dakota High School Activities Association (SDHSSA).
14. He/she will be a member of the sports and recreation committee of the Chamber of Commerce.
15. He/she will function in an advisory role regarding district activity booster clubs/parent-advisory groups.
16. He/she will coordinate the use of school facilities for all practices. He/she will set up arena practices in coordination with the arena manager.
17. He/she will be responsible for the making and printing of event programs.
18. He/she will be the tournament director for all SDHSAA sponsored state events held in Huron.
19. He/she will prepare an estimated budget, participate in budget development, operate programs within approved budget, and approve all requisitions for activities.