



Steve Sallee
Superintendent

SOUTHLAND SCHOOL DISTRICT #500

203 2nd Street N.W. ~ P.O. Box 351 ~ Adams, Minnesota 55909

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TITLE: Activities Director

CLASSIFICATION: At Will Employee

QUALIFICATIONS: Preferred experience in teaching/Head coaching

REPORTS TO: High school principal

JOB GOAL: To coordinate and direct athletic and other activities programs for the school district.

PERFORMANCE RESPONSIBILITIES:

1. Oversee athletic inventories, requisitions and budget.
2. Perform all duties required to organize and schedule athletic and co-curricular activities, contests and practices, and hiring of officials for these activities.
3. Perform all duties required to organize and schedule athletic contests, practices and events for all other extra-curricular and co-curricular activities.
4. Provide direction and instruction for athletic coaches and student athletes and be knowledgeable and uphold school/MSHSL rules and policies.
5. Provide representation at the Minnesota State High School League meetings, communicates information in writing to the athletic staff.
6. Completes all MSHSL reports.
7. Confers with the high school principal and the superintendent regarding filling athletic and activities staff vacancies.
8. Develops athletic and activities policies for the school district.
9. Demonstrate strong leadership skills and be able to perform all duties in a competent, professional manner.
10. Coordinate supervision at athletic and activities events.
11. Serves as activities director for the district.

12. Employee is responsible to be knowledgeable about all district policy.
13. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management.

Employee Acknowledgment

Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.