

JOB DESCRIPTION

TITLE:	MIDDLE SCHOOL ACTIVITIES DIRECTOR
QUALIFICATIONS:	1. Coaching endorsement or authorization 2. Teaching certificate 3. Administrative endorsement preferred
REPORTS TO:	Building Principal or High School Athletic Director
SUPERVISE:	Middle School coaches and all personnel working with activity programs.
JOB GOAL:	To help all participating students improve their level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.
EVALUATION:	Performance of this job will be evaluated in accordance with provisions of the Board's policy.

JOB RESPONSIBILITIES: First day of school year to the last day of the school year.

PERFORMANCE RESPONSIBILITIES:

1. Works with the high school activities director to develop and maintain high standards in all aspects of the middle school activities program.
2. Works with the Clinton High School activities director to schedule interscholastic athletic events with opposing schools.
3. Schedules facilities for activities program practices during season.
4. Works with Clinton High School activities director and secretary to schedule transportation for players, managers, and coaches to interscholastic athletic events away from Clinton Middle School.
5. Works with Clinton High School to hire officials to work at interscholastic athletic events hosted by the school and submits supplemental pay requests for their compensation.
6. Hires event workers (timers, scorers, ticket takers) to work at interscholastic athletic events hosted by the school and submits supplemental pay requests so that these people are compensated.
7. Meets with coaches (as necessary) to discuss athletic policies, procedures, rules, schedules and concerns.
8. Supervises the interscholastic activities hosted by the school. The CMS Admin Team will assist with supervision of events as designated by the principal.
9. Maintains necessary forms – physical, code of conduct, insurance waivers and other similar paperwork – for students involved in activities.
10. Oversees the safety conditions of the facility or area in which assigned sport is conducted.

11. Recommends equipment and supplies for order that will be used in practices and interscholastic competition through school principal.
12. Adheres to performance criteria for eligibility in interscholastic competition based on the standards set forth by the state associations and the school.
 - a. Monitors student grades weekly and shares academic eligibility documents to student athletes.
13. Enforces discipline and sportsmanlike behavior at all times. Works with school administration to establish and oversee penalties for breach of such standards by individual students and/or coaches.
14. Maintains a positive working relationship with coaches, other district athletic directors, and the school and district administration.
15. Encourages student participation in all activities.
16. Cooperates with varsity head coaches in the implementation of program goals to ensure continuity throughout the program from the middle school programs to varsity levels.
17. Holds meeting with coaches at the start of the school year.
18. Holds a meeting with the coaches of each individual sport to discuss needs and procedures at the beginning for the season.
19. If coaches fail to follow appropriate procedures, the activities director is responsible for notifying the building principal and Human Resource Department.
20. The activities director will participate in the hiring process for all coaches in their building.
21. Attend Clinton Middle School PTSA meeting.
22. Demonstrates concern for and sensitivity to the needs of all regardless of their age, color, creed, national origin, race, religion, marital status, sex sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
23. Works courteously and cooperatively with other staff members regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
24. Effectively implements the goals and objectives of the district's multi-cultural, non-sexist educational plan in his/her area.
25. Performs such other duties as are assigned by authorized representatives of the Board of Education.

November 2015