

## Administrative Job Description

### Director of Activities, Athletics and External Affairs

2100.13

**Reports to:** Superintendent

**General Summary:** Directs and evaluates those programs and services in the areas of district activities, athletics, District's School-Community use of Facilities Program, directs governmental affairs, Project PAYBAC, special projects and its accompanying routines for the school district, under the direction of the Superintendent.

#### **Essential Functions:**

- I. Directs the District's legislative lobbying efforts and governmental affairs. (15%)
- II. Evaluates administrators as assigned by the Superintendent. (10%)
- III. Designs and implements the business/school partnership. (5%)
- IV. Directs and evaluates all district drama, musical, athletic and school organization activities and contests. (5%)
- V. Directs school-community use of facilities. (20 %)
- VI. Assists in the selection, employment, assignment and evaluation of coaching personnel and activities sponsors. (6%)
- VII. Assists in the Accounting for all monies handled in the district activities and athletic program in accordance with prescribed local and state procedures. (3%)
- VIII. Cooperates with the Director of Communication in the dissemination of information to the public regarding athletics and activities programs. (1%)
- IX. Facilitates district communications among and between schools. (5%)
- X. Assists in the development of Board policies related to district activities, athletics, and use of facilities. (3%)
- XI. Updates and maintains district activity and athletic guidelines. (3%)
- XII. Prepares program budget request for all areas of the district activities and athletics. (3%)
- XIII. Assists in establishing and maintaining positive relations with civic, professional, service, parents, and parent organizations and the community in general. (3%)
- XIV. Serves as a liaison to those building administrators responsible for the operation of the co-curricular and extracurricular programs. (3%)
- XV. Acts as official representative for Millard Public Schools with the Nebraska School Activities Association (NSAA) and metro conference. (4%)
- XVI. Evaluates facilities, works with district maintenance and support services representatives to assure appropriate maintenance, and project planning of athletic facilities and fields. (5%)
- XVII. Attends all School Board, Executive Committee and Cabinet Meetings and prepares such reports for the Board as the Superintendent may request. (5%)

XVIII. Performs other duties as assigned by the Superintendent. (1%)

**Qualifications:**

- i. **Education Level:** A six-year ed. specialist degree from an approved institution with a major in educational administration or the accepted equivalent is preferred. A master’s degree from an approved institution with a major in educational administration or the accepted equivalent required.
- ii. **Education Level:** Appropriate Nebraska Administrative Certificate preferred.
- iii. **Education Level:** Four years of successful experience in administration with experience in directing athletics and activities preferred; three years of successful administration experience required.
- iv. **Other requirements:** Leadership skills in the area of administration, management and evaluation - sensitivity to the needs and objectives of the school and the district.

**Special Requirements:**

		Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1.	Standing .....	X		
2.	Walking .....		x	
3.	Sitting .....		x	
4.	Lifting <u>20</u> lb max. ....	X		
5.	Carrying <u>25</u> feet .....	X		
6.	Pushing / Pulling .....	X		
7.	Climbing / Balancing .....	X		
8.	Stooping / Kneeling / Crouching / Crawling .....	X		
9.	Reaching / Handling .....	X		
10.	Speaking / Hearing .....			x
11.	Seeing / depth perception / color .....			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Rule Approved: March 7, 2005  
 Revised: November 21, 2011, April 21, 2014

Millard Public Schools  
 Omaha, NE