

## **Hay Springs Schools**

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| <b>I. Title</b>            | <b>Activities Director</b>  |
| <b>II. Qualifications</b>  | <ol style="list-style-type: none"><li>1. Holder of a current Nebraska Teaching Certificate.</li><li>2. Previous experience as a coach is desirable.</li><li>3. Administrative certificate or related experience is desirable.</li></ol>   |
| <b>III. Reports to:</b>    | Building Principal/Superintendent   |
| <b>IV. Job Goal:</b>       | The Activities Director will be responsible for all activities programs at Hay Springs Middle and High Schools.   |
| <b>V. Responsibilities</b> | <ol style="list-style-type: none"><li>1. Handle all correspondence and other liaison necessary to arrange, schedule, and contract for all interscholastic activity contests grades 7-12. This shall include but not be limited to:<ol style="list-style-type: none"><li>a. contracts in the scheduling of contests</li><li>b. contracts for officials</li><li>c. information sheets (schedules, rosters, etc.. to opposing teams</li><li>d. getting eligibility lists to NSAA.</li></ol></li><li>2. Hire all scorekeepers, timers, ticket takers, linesmen, and other auxiliary personnel to hold activity contests.</li><li>3. Be in charge of crowd supervision at all home events.</li><li>4. Be in charge of keeping the school calendar current as it pertains to activities.</li><li>5. Assist in the selection, development and evaluations of coaches and sponsors. Evaluations are to be completed following the State event in that sport/activity.</li><li>6. Represent Hay Springs Public Schools at conference, area, and state meetings involving interscholastic activities.</li><li>7. Serve as tournament director for any conference or district activity events scheduled at Hay Springs.</li><li>8. Help close gym, field, auditorium, etc., following an activity event.</li><li>9. Help secure police protection, medical aid, and facilities for activities.</li><li>10. Keep an accurate record of all varsity activity events from year to year.</li><li>11. Assist in the evaluation of all aspects of the activities department.</li><li>12. Facilitate discipline and enforcement of rules as stated in</li></ol> |

school/NSAA policy.

13. Oversee and develop procedures for inventory, care, maintenance, and storage of all athletic equipment and supplies.

14. Handle all communication with an interpretation of NSAA rules and regulations in regard to activities.

15. Cooperate with the Superintendent and principals in attending out-of-town contests as needed.

16. Be responsible for having programs printed for contests in basketball, football, and volleyball games.

17. Work with coaches on developing practice schedules.

18. Schedule activity staff meetings as the need arises.

19. Be responsible for the operation and organization of the press box.

20. Supervise all radio and television broadcasts and the public address system.

21. Have the authority to remove spectators from events and bar them from attending further activities.

22. Facilitates and coordinates with coaches their individual activity awards night.

23. Facilitate & coordinate all fundraising activities and sponsorship opportunities according to board policy.

24. Coordinate all facility use with administration.

25. Utilize all social media and technology to communicate and promote activity programs.

26. Understand and follow all aspects of the Lister/Sage inter-local agreement.

**VI. Essential Function:** Regular and reliable attendance is an essential function of the job. It is essential for the employee to be on site or in person due to requirements of teamwork, personal interaction, and supervision.

**VII. Terms of Employment:** Schedule to follow teaching contract.

**VIII. Evaluation:** Performance of this position will be evaluated annually by the High School Principal