Sparta Area School District

Article 210 - Specifications for Activities Director

Desirable qualifications for the Activities Director include:

1. Master's Degree
2. Successful teaching and administrative experience
3. Demonstrated leadership and interest in co-curricular activities
4. Knowledge of budgets and the budgeting process
5. Strong written and oral communication skills

Selection and Status – The Activities Director shall be contracted by the Board of Education. The terms of the contract shall be congruent to state statutes and include length, salary and benefits, and shall be set by the Board of Education. The Activities Director is a district wide responsibility. However, at the discretion of the board, the Middle School Assistant Principal may be assigned similar responsibilities in regards to activities at the Middle School.

The Activities Director is directly responsible to the Building Principals and the Superintendent.

Performance responsibilities of the Activities Director are to include:

1. Supervise the organization and processing of the Activity Code per the individual coaches, advisors and participants. This would include periodic meetings of all coaches and advisors to interpret and revise the code of conduct for co-curricular participants on an inservice basis.
2. Be responsible for the final compilation and dissemination of the eligibility list in each activity.
3. Establish the schedule in each activity. This includes making arrangements for athletic facilities, contests and practices, and maintaining a district calendar of events for co-curricular activities and public use of school facilities (K-12) for the year.
4. Assist the building principals in the recruitment, selection and inservice of new coaches and advisors.
5. Arrange transportation for all events, as needed.
6. Schedule and arrange for supervision and officials for all events, as needed.
7. Prepare and administer the activities budget, under the direction of the building principals. This includes working cooperatively with coaches and advisors to purchase and inventory the necessary equipment and supplies.
8. Participate on the district-wide co-curricular council and serve as chairperson.

9. Serve as a member of the Three Rivers Athletic and Mississippi Valley Conference Council and the WIAA.

10. Be responsible for insuring that all co-curricular activity programs are adhering to related Board of Education policies and the statutes of WIAA, WSMA, and WSFA.

11. Be responsible for coordinating fund raising per Board of Education policy.

12. Arrange to welcome guest teams and provide directions.

13. Obtain and file an end-of-the-season report from all coaches and advisors.

14. Evaluate each coach or advisor at the end of the season with input from principals and head coaches.

15. Attend Board of Education meetings as needed. Present seasonal sports reviews to the board.

16. Promote a positive relationship between the school and community. This includes, but is not limited to, ensuring parent and community involvement in decision-making and school activities, promoting student and staff involvement in activities that benefit the community, and communicating student and staff achievements to the public.

17. Conduct fall, winter, and spring sport parent and athlete informational meetings.

18. Be responsible for the district-wide school facility scheduling.

19. Will be required to complete DPI approved training in the administration of prescription and non-prescription medication. May be required to administer prescription and non-prescription medication to students in accordance with approved district procedures.

20. Perform other duties as assigned.

Legal Reference:
Cross Reference: Article 163 – Administrative Evaluations and Contracts
Article 201 – Structure and Flow of Responsibility
Article 518 – Fund Raising Activities
Sparta High School Co-Curricular Code
Sparta School District Coaching Handbook

Approved: 
Revised: June 28, 2005
May 18, 2010