HIGH SCHOOL ASSOCIATE PRINCIPAL/ACTIVITIES DIRECTOR DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district. Although administrators serve under the direction of the superintendent, duties of the high school associate principal/activities director may include, but not be limited to the following:

1. Assume duties of associate principal in their absence.
2. Assist the associate principal in dealing with discipline and attendance situations.
3. Assist in screening and selecting new staff members.
4. Coordinate building supervision before school, after school, and on other special occasions.
5. Prepare reports as required by the administration and/or Board of Education.
6. Formulate plans for expansion/deletion of programs and/or facilities.
7. Oversee supervision of the high school physical plant maintenance.
8. Serve as the representative of the administration to the Activities Booster Clubs.
9. Assist in the regular visitation of the wellness department in the building to assist them and evaluate their work. Make reports to the building principal based on regular visitations and formal evaluations.
10. Serve as Wellness Department Chairperson:
   ○ Help formulate activities for Wellness classes;
   ○ Be responsible for securing bids, purchasing, inventory, and authorizing payment of Wellness equipment;
   ○ Maintain the budget for Wellness Department;
   ○ Attend weekly Department Chairpersons meetings;
   ○ Work closely with the nurse on: insurance claims, accident reports, and wellness excuses.
11. Meet regularly with the principal to coordinate and plan school activities and policies.
12. Serve as Activities Director:
   ○ Schedule all extra-curricular activities;
   ○ Attend conference meetings to coordinate scheduling of athletic events;
   ○ Prepare schedules of athletic events;
   ○ Hire and authorize payment of officials for all home athletic events;
   ○ Arrange for transportation to all out of district events and various schools within the district used as practice or playing facilities for high school athletic events;
   ○ Supervise or arrange for supervision at all home activities;
   ○ Arrange for event staff for all home events;
   ○ Arrange for police supervision when necessary;
   ○ Authorize payment of all extra-curricular workers;
   ○ Be responsible for programs at home athletic events;
   ○ Coordinate practice schedules and arrange for special sessions;
   ○ Prepare and release pertinent information to the press, radio, and television;
   ○ Assist Maintenance Center with the schedule of facilities usage;
   ○ Oversee concession stand operations;
   ○ Application and formulation of eligibility policies governing student participation: maintain squad records; check quarter grades for athletes eligibility; and send squad rosters and pertinent information to all competing schools;
   ○ Responsible for the purchase, repair, and maintenance of courts and fields;
   ○ Prepare requests for preparation, repair, and maintenance of courts and fields;

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○ Arrange for awards, maintain records of athletes' awards, supply coaches with awards;
○ Evaluate all coaches per the district master contract;
○ Arrange for recording of athletic events;
○ Arrange for lodging and/or meals for athletic teams, when necessary;
○ Arrange and manage all tournaments and meets;
○ Ensure calendar of events is up-to-date and available and maintain communication with the main office;
○ Establish budget and control funds related to athletic programs for the Athletic Department.
○ Approve fund-raising drives for all student organizations and activity groups and schedule on calendar.

13. Maintain a high standard of ethics in all professional relationships.
14. Be active in professional organizations relative to the position.
15. Be present at Board meetings when requested by the Superintendent.
16. Perform other duties as assigned by the principal.
17. Perform other duties as may be assigned by the Superintendent.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.