



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Activities Director

Reports to: Building Principal

Purposes and Objectives of the Position:

The Activities Director provides administrative direction and oversight for all athletic and activity programs in the district. The director is responsible for ensuring compliance with all federal, state and district regulations, administering departmental funds and accounts in a fiscally responsible manner and sustaining a culture of sportsmanship, professionalism, and respect at all levels.

Qualifications:

- Master's degree with Educational Leadership or Administration and Supervision certification and additional certification coverages as required by law or rule of the State Board of Education
- Minimum three years successful experience as a certified teacher

Student Clubs and Organizations:

- Provides for the identification of and supervision of club advisors.
- Assists club advisors and members with the technical aspects of their obligations – budgets, constitutions, financial procedures, fundraising, and publicity.
- Monitors all clubs, their budgets, and activities.
- Oversees school and club fundraising activities.
- Ensures that all clubs/organizations abide by state and federal laws and district policies.
- Assists new clubs with the development process, provides club advisor and offers training, coordinates planning and activities with advisors to student organizations.

Athletics:

- Monitors strict observances of equality of opportunity in boys' and girl's athletics by keeping informed of legal requirements and consulting with staff regarding compliance with the law.
- Supervises athletic staff including shared responsibility for hiring, disciplining, or firing decisions, and full responsibility for training, mentoring, and evaluating coaches and athletics staff.
- Supervises the control, issuance and maintenance of athletic equipment and facilities.
- Prepares a master calendar that includes conference and non-conference games/events.
- Develops and manages department, team, and special events budgets; orders equipment; and ensures departmental compliance with all district cash handling and management policies.
- Reviews and approves requisitions drawn against the athletic budget.
- Collects and analyzes department statistics and data and prepares and distributes reports as appropriate.
- Represents the district at all conference/state athletic meetings.
- Collects all rosters prior to the first contest and performs eligibility checks per district policy.
- Coordinates gym use for practices and games and gives final clearance for the use of the gyms or the athletic fields.
- Serves as liaison between coaches and custodial staff for the cleaning and maintenance of athletic facilities and area.
- Contracts and makes payment arrangements for officials to work athletic events.

- Secures game workers for athletic contests, ticket takers, announcers, clock operators, score keepers, line judges, etc.
- Attends and supervises activities/athletic events.
- Completes an evaluation of and conferences with all coaches within three weeks after the conclusion of their sport season.
- Observes safety and security procedures: reports potentially unsafe conditions.

District Wide Student Activities:

- Supervises and evaluates the performance of assigned staff; participates in the selection of staff; provides or coordinates staff training; selects and monitors club advisors.
- Provides personnel and security for school and student body sponsored events.
- Prepares a variety of reports including program activity reports and financial reports for events.
- Coordinates gym, building, and athletic field use and works with the auditorium manager to maintain a district usage calendar.
- Works with coaching and the transportation supervisor to schedule all athletic and activity departure times and provides bus supervision.
- Establishes and maintains standards of dress, scholarship, and conduct for participation and travel of students involved in activities.
- Handles suspensions for participants who break rules.
- Mediates the resolution of problems, issues, and concerns that may arise.
- Administers the district code of conduct in a fair and consistent manner that is within the intent of the code.
- Perform other related duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.