

## DEAN OF STUDENTS/ACTIVITIES DIRECTOR

### The Position:

The Dean of Students/Activities Director is responsible for the operation of the high school, as well as, interscholastic athletics and activities throughout the District. The position is considered responsible to the high school principal since the majority of athletic/activities are located there.

### Performance Responsibility:

- Provide leadership to teaching staff.
- Responsible for assisting in planning, implementation, and evaluation of instructional programs.
- Works with students in order to provide the best learning opportunity possible for all students.
- Assist the principal in the development, revision, and implementation of discipline policies
- Represent the school at athletic meetings as well as conduct internal coaches' meetings.
- Prepare and execute a system for all records of all athletics, physical exams, training rules, eligibility forms, and academic eligibility.
- Establish awards and the standards for qualifications for the awards.
- Create and adjust activities schedule calendar and coordinate the use of all facilities.
- Develop athletic budgets and approve all athletic purchases.
- Approve and monitor the training/education of all coaches.
- Establish effective rules for the use and care of athletic equipment, facilities, and supplies.
- Arrange transportation for teams – practice and games.
- Arrange for the preparation of all athletic fields and gyms.
- Work with team coaches in selecting game officials, contracting, and payment of officials.
- Arrange for physician and ambulance service for each home games when necessary.
- Arrange for any pre/half-time/post-game activities.
- Arrange for and assign ticket sellers and takers for home games.
- Ensure that at least one meet supervisor (AD/administrator) is present at all home football, volleyball, wrestling, and basketball events.
- Provide administrators with recommendations regarding recruitment retention, advising, and mentoring of the coaching staff.

### Performance Evaluation:

An annual evaluation will be formed by the District Administrator or designee using the District's Employee Performance Review checklist.

*Note: This job description is not intended to be all-inclusive. Employee may perform other duties as assigned to meet the ongoing needs of the District.*

Established: March 2022