

REFERENCE NUMBER: 2.2.1.2
TITLE: Director of Activities Job Description
DATE OF LAST REVIEW: 11/11/19
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The Purpose and Ministry of the Director of Activities

The purpose of the Director of Activities is to be organized and communicate clearly with school stakeholders the opportunities afforded to interested students to participate in extracurricular activities and grow physically, socially, mentally, emotionally, and spiritually.

Accountability

The Director of Activities is accountable to the Principal of Lutheran High School of St. Charles County for the performance of his/her responsibilities of the High School's extracurricular activities. Annual performance goals will be established.

Terms of Service

The Director of Activities is an "at will" employee, a status understood under Missouri law to be one in which the relationship between the school and the employee may be terminated at any time with or without cause. It is assumed that, given a positive performance review, employment will be ongoing. Salary and benefits are established by the current compensation model, the employee benefits as outlined in the current Personnel Handbook and chosen by the employee. This position is full time.

Christian Witness Characteristics

- Dedicated to Christ-centered service to young people and their families
- Models love and care for youth while being trustworthy in relationships and commitments
- Ministers to faculty, parents, students, alumni, and other members of the Association
- Leads as a servant, promotes consistent servant leadership and Christ-centered decision making
- Models the Christian faith in professional & personal activities, integrating their life with God's grace
- Conveys the Association's mission with passion clearly and directly
- Ensures the quality of education at Lutheran High School

Qualifications

- Hold a Bachelor's Degree from an accredited school of education and provide a transcript of credits.
- Hold or be willing to obtain a Master's Degree in administration or a related field.
- Hold or be willing to obtain appropriate certification from the State of Missouri within two years.
- Preferred: Teachers who are synodically trained through The Lutheran Church--Missouri Synod (LCMS)

Positional Responsibilities

1. Responsible for the administration of all areas of the activities program of Lutheran High and for the Christian decorum of all participants and shall work with the coaches and advisors to achieve this end.
2. Shall interview (along with another administrator) new head coaching applicants and give approval to major policy and procedure decisions of the coaching staff.
3. Observe coaches and staff members at their work.

4. Oversee the Mentoring Program for LHS coaches.
5. Maintain a spiritual atmosphere in the activities department and within the coaching staff.
6. Meet with the activities staff on a regular basis and resolve conflicts within the activities department.
7. Participate in meetings that include the AAA, MSHSAA and other governing bodies.
8. Organize preseason parent meetings.
9. Prepare Athletic and Coaches Handbook for students and coaches.
10. Keep an accurate record of Emergency Medical information and coaches.
11. Be aware of the use of all athletic facilities, both during school hours and other times.
12. Supervise the scheduling of all high school activities events.
13. Mail (hard copy and e-copy) game contracts to competing schools for all home athletic events.
14. Responsible for contracts and confirmation of all game officials.
15. Responsible for ordering of supplies and equipment for individual sports.
16. Oversee fiscal elements of all activities.
17. Responsible to keep accurate inventory of all uniforms, athletic equipment, and training supplies.
18. Provide for the cleaning, repairing and storing of all athletic equipment and uniforms and maintaining an inventory of all equipment.
19. Responsible to keep accurate team records and statistics on file.
20. Organize and supervise game day management (press box, scorer's table, supervision) for home contests.
21. Responsible for securing the services of police officers for all events deemed necessary.
22. Prepare LHS fields and courts for contests. This includes setup and take down of facilities.

Limitations

The Director of Activities shall not:

1. Place the High School in jeopardy by engaging in unethical or illegal practices.
2. Fail to keep the Principal informed about the efforts of the Director of Activities
3. Fail to maintain confidentiality of personnel records and information, tuition and student aid information, and school financial information.
4. Fail to communicate concerns regarding possible financial irregularities to the Head of School.
5. Fail to establish and maintain a positive efficient workplace for those under his/her supervision
6. Fail to allow the School's financial policies and procedures in the completion of his/her duties
7. Fail to follow donor wishes of restricted contributions
8. Fail to meet the criminal background check requirements
9. Have a lifestyle that is contrary to the school's statement of beliefs including those on marriage, gender, and sexuality, and sanctity of human life; and shall not fail to annually formally affirm those statements.