



Longview Independent School District

JOB DESCRIPTION

DIRECTOR OF EXTRACURRICULAR ACTIVITIES

JOB TITLE:	Director of Extracurricular Activities	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Superintendent	TERMS:	226 Days
DEPARTMENT:	Athletic	PAY GRADE:	Administrative 7

PRIMARY PURPOSE:

Direct and manage the overall program of extracurricular and intramural athletics for the district; work to provide each student with opportunity to participate in an extracurricular athletic activity and ensure compliance with all state, University Interscholastic League (UIL), and local requirements

QUALIFICATIONS:

Education/Certification:

Master's degree from an accredited college or university

Special Knowledge/Skills:

- Knowledge of overall operations of an athletic program
- Knowledge of state and UIL policies governing athletics
- Ability to interpret policy, procedures, and data
- Ability to manage budget and personnel and coordinate district function
- Strong communication, public relations, and interpersonal skills

Experience:

Five years successful school and coaching experience

MAJOR RESPONSIBILITIES AND DUTIES:

Program Planning

1. Direct and manage district's athletic program and facilities
2. Establish physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility
3. Maintain an active program that promotes good sportsmanship and student development



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs
5. Plan necessary time, resources, and materials to support accomplishment of department goals

Athletic Events

6. Prepare and approve all interscholastic game schedules
7. Arrange transportation, lodging, and meals for out-of-town athletic events
8. Manage district athletic operations by directing ticket sales, employing game officials, and ensuring preparation of facilities
9. Oversee process of cleaning, repairing, and storing all athletic equipment
10. Coordinate the use of all athletic facilities by non-LISD groups
11. Plan, organize, and supervise all athletic awards programs

Student Management

12. Implement district student management policies, communicate expected student behavior related to athletics and ensure enforcement of student discipline in accordance with Student code of Conduct and student handbook
13. Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students, and teachers

Policy, Reports, and Law

14. Implement the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics
15. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Budget and Inventory

16. Administer the athletic budget and ensure that programs are cost-effective and that funds are managed prudently
17. Compile budgets and cost estimates based on documented program needs
18. Initiate purchase orders and bids in accordance with budgetary limitations and district policies
19. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary
20. Approve and forward purchase orders for athletic department to accounting department

Personnel Management

21. Prepare, review, and revise job descriptions for athletic department
22. Recruit, select, train, and supervise all athletic department personnel and make sound recommendations about personnel placement, assignments, retention, discipline, and dismissal
23. Evaluate job performance of employees to ensure effectiveness
24. Develop training options and/or improvement plans for employees to ensure exemplary operation in area of athletics

Community Relations

25. Articulate the district's mission and goals in the area of athletics to community and solicit its support in realizing the mission
26. Demonstrate awareness of district and community needs and initiate activities to meet those needs
27. Use appropriate and effective techniques to encourage community and parent involvement
28. Support booster club activities



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other

29. Comply with district policies, as well as state and federal laws and regulations
30. Adhere to the district's safety policies and procedures
31. Maintain confidentiality in the conduct of district business
32. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
33. Demonstrate regular and prompt attendance
34. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of coaches and support staff

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; must be able to lift 25 to 50 lbs.



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EVALUATION: Professional

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: July, 2009