

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Activity Sponsor

QUALIFICATIONS

1. Those set by state certification authorities.
2. Demonstrated skill and knowledge in the activity.

REPORTS TO Activities Director and Administration

JOB GOAL To direct the activity and coordinate the total program; this shall include development and preparation of a written philosophy and objectives for each level. To provide a program which will allow students to develop their interest and a desire to excel commensurate with their ability. To provide a program which is competitive within our immediate conference or class. To enforce disciplined and sportsmanlike behavior at all times and establish and oversee penalties for breach of such standards by individual students. To foster a sense of dedication to group goals and team effort.

PERFORMANCE RESPONSIBILITIES

1. Supervises and develops employee's overall program.
2. Assigns duties and evaluates assistants working in employee's activity.
3. Assures that the assistants and employee know and abide by the rules and procedures of the district, conference and state handbooks, as well as rules of the activity.
4. Assures that each participating student has on file prior to any form of participation (including practice), all required forms.
5. Submits to the AD's office a complete roster of eligible participants for the activity at least one week prior to the initial contest.
6. Assures that all students in their activity are eligible according to district, conference and state regulations working in coordination with the AD and guidance counselors.
7. Keeps a written record for all equipment checked out to students and turns in a complete inventory following the season.
8. Submits to the AD a complete budget request, within the timeline, requesting new equipment or repairs.
9. Submits a season-ending report, which will include such areas as record, letter-winners, recommendations, and statistics.

10. Sees that the activity begins and ends on the dates specified by any governing bodies.
11. Submits to the AD and transportation director a complete list of recommended departure times for away contests at least two weeks prior to the initial contest.
12. Disciplines employee's activity members whenever they are under employee's jurisdiction.
13. Gives appropriate attention to sick or injured students in a professional manner, referring all seriously injured students to medical personnel.
14. Fills out and submits to the office medical injury reports on students requiring professional medical attention.
15. Maintains and utilizes all equipment in a proper manner.
16. Provides information to and cooperates with the local media.
17. Attends all conference meetings pertaining to employee's activity.
18. Develops a program that will enhance the skill levels and competitiveness of employee's activity members in a safe manner.
19. Informs and explains to members of employee's activity the following rules and regulations pertaining to participation and ability by their contents:
 - a. academic eligibility
 - b. physical, insurance and acknowledgement of risks forms
 - c. care and return of equipment
 - d. attendance at practice
 - e. lettering requirements
 - f. dress for contests
 - g. rules and regulations of the athletic handbook and additional rules
 - h. bus procedures
 - i. activity code of conduct
20. Teaches the skills and fundamentals associated with the activity.
21. Develops and requires execution of those fundamentals based on individual ability.
22. Encourages academic as well as activities excellence.
23. Supervises the activity members while on school premises.
24. Establishes criteria for lettering and submits the criteria to the activities director.
25. Awards letters in accordance with requirements.
26. Communicates after the first day of practice with the student, parent and the office the name and reason of any student who drops from an activity or is suspended.
27. Instills a sense of sportsmanship and fair play in the individual students.
28. Keeps informed of new trends and techniques.
29. Develops plans for each practice session that will lead to development of the students' skills and talents.
30. Obtains permission from the principal for early dismissal involving long trips.
31. Accompanies activity members to all home and away games.
32. Keeps daily attendance records.
33. Completes and returns any required forms to the AD.

34. Cooperates with directors of other activities in the school and supports others in an ethical manner, encouraging students to participate in activities.
35. Assists in hosting of district or state events.
36. Rates officials when requested.
37. Conducts self in an exemplary manner.
38. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
39. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised August 9, 1999