



The School District of Osceola County, Florida

POSITION DESCRIPTION

- TITLE:** Activities Director (Athletic Director)
- QUALIFICATIONS:**
1. Bachelor's Degree with a valid Florida teaching certificate;
 2. A minimum of three years successful teaching experience
- REPORTS:** Principal
- POSITION GOAL:** The Activities Director is directly responsible to the Principal, with broad responsibilities to supervise and coordinate all extra-curricular activities and coaches. In addition, any co-curricular activities deemed necessary for successful school operation are the responsibility of this individual as may be assigned by the Principal. This instructional unit serves as a liaison between and among the principal, teacher, parents, extra and co-curricular sponsors, student body, and members of the community.

PERFORMANCE RESPONSIBILITIES:

1. To maintain the activities calendar and athletic website for the school
2. To assist the Principal in administering School Board Rules
3. To assist the Principal in developing and administering extra-curricular programs
4. To assist the Principal in developing positive public relations for the activities program of the school
5. To supervise extra and co-curricular activities as well as coaches as assigned by the Principal
6. To work with faculty and staff in order to provide a smooth and cohesive operation of school activities
7. To assist the Principal in monitoring and evaluating equipment and playing surfaces in order to meet safety regulations and to recommend improvements
8. To assist Principal in adhering to all FHSAA Bylaws, Policies and Procedures
9. To understand and comply with the issued Athletic Directors Handbook
10. To perform other duties as assigned by the Principal

TERM OF EMPLOYMENT: Ten (10) months – Teacher Salary Schedule

EVALUATION: Performance in this position will be evaluated by the Principal