



Park Hill School District

Position Description

POSITION TITLE: Assistant Principal for Athletics & Activities

F.L.S.A.: Exempt

QUALIFICATIONS: Possess a Specialist Degree in Education Administration.
A minimum of two (2) years teaching experience preferred.
A minimum of two (2) years coaching experience.
Positive interpersonal and communication skills.
Proven leadership skills.

AREAS OF ACCOUNTABILITY:

1. Provides leadership and direction to the District's athletic and activity programs.
2. Assists in developing curricular and instructional programs at the high school.
3. Performs all other duties and responsibility as assigned by the building principal, Superintendent or designees.

ESSENTIAL FUNCTIONS:

1. Organizes and administers the Extra-Curricular and Co-Curricular programs.
2. Provides leadership in the selection, assignment, training, and evaluation of the head coaches and assigned staff members.
3. Fosters good community relations by keeping community aware of and responsive to the interscholastic and activity programs.
4. Assumes responsibility for the organization and scheduling for all interscholastic events.
5. Hires officials and security, and works with the building principals in arranging proper supervision of interscholastic events.
6. Arranges transportation for interscholastic and activity events.
7. Develops and places into operation appropriate rules and regulations governing the conduct of interscholastic activities.
8. Verifies each athlete's eligibility according to established physical and academic requirements for participation in each sport according to Board policy and MSHSAA guidelines.

9. Prepares and administers the interscholastic budget.
10. Supervises all ticket sales and fundraising events.
11. Arranges field and gym practice and game schedules.
12. Coordinates all summer camp schedules.
13. Responsible for recommendations to the maintenance office in regards to our playing facilities.
14. Acts as tournament manager for all league and tournament playoff activities that are assigned by MSHSAA.
15. Arranges for athletic trainer and/or medical doctor at all home varsity contests.
16. Implements evaluation strategies according to District procedures and makes recommendations regarding employment and program modification to the building principal.
17. Assists with the supervision, training and evaluation of teachers, sponsors, and coaches as assigned.
18. Assists with daily operational functions for the school.