

ASSISTANT MIDDLE SCHOOL PRINCIPAL

ATHLETIC ACTIVITIES DIRECTOR

JOB DESCRIPTION

Updated on: 06/06/2019

QUALIFICATIONS:

1. Master's Degree with emphasis in administration.
2. Minimum of three years of experience as a classroom teacher.
3. Eligibility for Wyoming certification through the State Department of Education with endorsement as administrator.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Middle School Principal

JOB GOAL:

To assist in providing sound educational programs for children and leadership for staff and students. To provide each student with a variety of extracurricular programs and activities from which to choose for personal recreation, athletic competition, enrichment, and value formation.

PERFORMANCE RESPONSIBILITIES:

1. Appreciates the worth and dignity of each individual and treats each one with respect and tolerance.
2. Assists the principal in the general administration of Powell Middle School and assumes the duties of the principal in his/her absence.
3. Administers school rules regarding attendance, maintaining records and close contact with all interested parties – including students, staff, and parents.
4. As determined by the principal, assumes major responsibility for discipline in the building, following proper disciplinary procedures as outlined in District policy and state law, maintaining records of disciplinary actions, and dealing with special cases as necessary.
5. Assists in the evaluation process for certificated and classified staff, conducting classroom observations and preparing evaluation reports as directed.
6. Assists the principal in preparation or revision of staff and student handbooks.
7. Maintains open communications with staff, students, and support services within the middle school and throughout the District and community.
8. Serves with parent, faculty, and student groups, as requested, in advancing educational and related objectives.
9. Prepares the duty roster for faculty assistance (supervision, scorekeeping, timekeeping, etc.) at all extra-curricular activities.
10. Shares with the principal the responsibility for supervising student activities during and after school or on weekends (i.e., athletics, concerts, plays, etc.).
11. Organizes and administers Powell Middle School's overall program of extra-curricular activities, both intramural and interscholastic.
12. Fosters good school-community relations by keeping the community aware of scheduled activities.

13. In cooperation with the principal, determines that rules and regulations governing the operation of activities are implemented.
14. Assumes responsibility for the organization and scheduling of all interscholastic athletic events and school-sponsored activities.
15. Coordinates activities and makes all necessary arrangements for the use of school and non-school playing fields/facilities.
16. Arranges transportation, lodging, and meals for students and sponsors as appropriate.
17. Ensures that a list of students involved in activities is submitted for publication in the school bulletin to alert teachers and administrators to upcoming absences.
18. Hires and schedules officials, team physicians, and policemen as directed.
19. Arranges details such as locker room assignments, gymnasium services, towel supplies, etc., to meet visiting teams' needs.
20. Attends conference/regional scheduling meetings as required.
21. Cooperates in the selection, assignment, and evaluation of activity sponsors.
22. Coordinates all activity schedules, sports events, trip arrangements, filing of required reports, etc.
23. Assists the principal in maintaining the middle school calendar of events.
24. Knowledge of and being prepared to act in accordance to district and school emergency procedures.
25. Follows District policies and procedures.
26. Performs such other duties as may be assigned by the principal.

TERMS OF EMPLOYMENT:

Full-time, Salary Exempt Position. Salary and length of contract established annually by the Board of Trustees. Eligible for benefits as outlined in Administrative Regulations/ Operational Procedures.

EVALUATION:

Performance of this job will be evaluated annually by the building principal.