

Job Title: Site Activities Director

Tenure: School Year

Stipend: Placed on Student Activities Stipend Schedule

Duties:

- Primary contact with BSSD Student Activities Office.
- Maintain Master Eligibility Lists for both the BSSD and ASAA.
 - Seasonal
 - Mid-Quarter/Quarterly
- Manage all student Travel forms
 - Request for Travel (sent to District Office)
 - Student Permission slips (site)
 - Additional forms as needed
- Work with site administration and local health practitioners to ensure all student athletes receive sports physicals prior to their first contact.
- Ensure all student athletes have completed and returned “Hold Harmless” form (SA15)

- Oversee the on-site presentation of the ASAA and BSSD Tobacco, Alcohol and Drug program.
 - Show video
 - Collect Student forms
 - Report all TAD violations
 - Administer any penalty periods

- Oversee local facilities during all hosted events. Work with the District Activities Director in the operation of all District events hosted at site.

- Coaching Certification requirement
 - Must have all three components of the NFHS Coaching certification
 - Ensure that all athletic coaches/assistants are NF certified

- Inventory and order all necessary site activity equipment necessary to safely and successfully handle all student activity programs.

- Encourage and enable local officials in training opportunities. Arrange for officials for all site contests. Officials for District/Conference tournaments will be arranged/hired by District Activities Director.

- Other duties as assigned when necessary