

Qualifications:

Colorado Administrative License

Reports to:

Superintendent

Responsibilities:

1. Coordinate all reports and activities insuring compliance with the rules and regulations of the Black Forest League and the Colorado High School Activities Association.
2. Coordinate the scheduling and supervision of all extra-curricular activities of the school.
3. Serve as the administrative designee at athletic events as designated by the superintendent.
4. Supervise and/or coordinate opening and closing of the building for all activities.
5. Coordinate the handling of all school discipline cases consistent with the school discipline policy and in a manner that preserves students' rights and responsibilities.
6. Meets with the superintendent on a weekly bases to inform, discuss, and coordinate administrative actions and planning relative to the school educational plan.
7. Promote an instructional climate within the building conducive to student learning and a healthy educational environment.
8. Develop an annual budget for the student activities programs utilizing staff input.
9. Prepare a weekly activities bulletin including the assignment of buses and drivers for activity trips, field trips, scheduling of activities, athletics, and responsibilities including preparation for games, providing necessary personnel, scheduling officials, communicating changes, etc.
10. Supervise the maintenance of the athletic facilities including gym, locker rooms, and athletic fields.
11. Coordinate academic scheduling with counselor including pre-registration, registration, changes in course offerings and adjustments in curriculum, as well as registration of new secondary students.
12. Other duties and responsibilities as designated by the Superintendent.

ADOPTED:

March 10, 1999