



Activities Director

Last Revised: 4/15/2026

Reports to: High School Principal

OVERVIEW OF THE POSITION

To direct and coordinate the high school, middle school, and elementary school athletic department consistent with district, league and state policies and administrative procedures and to implement within the district an effective and comprehensive program for students.

SALARY

- \$10,000 Stipend
- FLSA Status: Exempt

RESPONSIBILITIES/DUTIES

- Supervise or provide for the proper supervision of all student activities, including fund-raising, social activities, groups' events, athletic contests and regional or state level competitions. Replacement supervision will only be provided when more than one event occurs at the same time and coverage by the Athletic/Activities Director is not sufficient.
- Work with students and staff to see that proper planning has been done, which will assure reasonable expectations of success for scheduled events.

Activities:

- Assist in the supervision of middle and high school student councils.
- Supervise athletic and student account budgets and financial activities.
- Schedule and supervise school assemblies.
- Coordinate picture taking (individual and group) for student records, student purchase, identification cards and activities.
- Assist concessions advisor to manage the concession stands.
- Manage the Bison Sponsorship Program

Athletics:

- Supervise, manage and evaluate the school athletic program.
- Ensure eligibility of athletes.
- Coordinate supervision of all home athletic contests.
- Oversee SDHSAA eligibility status of coaches.
- Assist coaches in assessing their individual programs in relation to program objectives.
- Work with coaching staff in developing goals for program improvement in keeping with district philosophy, goals and guidelines.
- Provide leadership to coaching staff by annually identifying program strengths and weaknesses.
- Involve students and parents (as appropriate) in athletic development and evaluation.
- Schedule all athletic programs both home and away.
- Create the transportation schedule and submit it to the transportation director who will arrange transportation for the athletic program.
- The activities/athletic budget will be managed by the Business Office.
- All other duties as assigned by Principal.

Communication:

- Communicate with the public about the athletic program in the high school/middle school and establish positive community rapport.
- Use the news media effectively to ensure good coverage of activities/athletic programs.
- Encourage communications between community and the athletic staff.
- Work toward maintaining professionalism within the staff in their relationships with the public.
- Encourage community participation through attendance at athletic events.
- Relate information concerning athletic program to the building principal.

Assist in the selection, placement and evaluation of coaching staff assigned to the school:

- Assist in selection and placement of coaching staff.
- Support the Principal in the evaluation of coaching staff
- See that all coaches read and review their evaluation.
- Assist in the recruiting, interviewing, screening and recommending qualified people to fill openings on the school extra-curricular athletics coaching staff.

Facilities:

- Buildings and Grounds will manage the maintenance and use of indoor and outdoor facilities to expedite all activities and functions of the school athletic program.
- Ensure safety standards in all facilities.
- Schedule necessary maintenance prior to sports.
- Schedule all practice sessions for both indoor and outdoor.
- Assist in scheduling facilities for community needs.
- Coordinate facilities use with all schools, district offices, and community organizations.
- Liaison with community athletic groups, i.e., AAU, etc. Communicate with the public about the athletic program and establish positive community rapport.

EDUCATIONAL/VOCATIONAL PREPARATION OCCUPATIONAL CERTIFICATES/LICENSES

A valid state teaching certificate, administrative credentials preferred, but not required, and at least three years teaching and coaching experience preferred. Additional preparation such as training and/or experience with risk management; school law; successful experience managing school budgets; knowledge of and experience complying with equity laws; and ability to provide or facilitate in-service training for coaching staff is desirable but not required.

EVALUATION

Performance of this job will be evaluated by the High School Principal in accordance with provisions of South Dakota State Law, Hot Springs Board Policy and negotiated agreement.

PHYSICAL REQUIREMENTS

ENDURANCE-MOVING ABOUT: Moving about involves moving from location to location or point to point to perform tasks of the job.

ENDURANCE-OVERALL STRENGTH: Light Work:-Exerts force and/or lifts or carries objects weighing up to 50 pounds occasionally, up to 10 pounds frequently.

LIFTING/CARRYING: Lifting involves raising or lowering an object from one level to another (including upward pulling); carrying is transporting an object, usually holding it in the hands or arms, or on the shoulder.

BENDING/STOOPING: Stooping is bending the body downward or forward by flexing the spine at the waist. Bending also involves extending the spine backward or from side to side.

KNEELING/CROUCHING: Kneeling is bending the legs at the knees to come to rest on the knee or knees; crouching is bending the body downward and forward by bending the legs and spine.

ENVIRONMENTAL CONDITIONS

LOCATION: Work is conducted in both indoor and outside environments. Indoors in school buildings, outdoors on play fields and other facilities utilized for student activities.

RELATIONSHIP REQUIREMENTS

COMPARING: Judges the readily observable functional, structural, or compositional characteristics, whether similar to or divergent from obvious standards.

COMPILING: Gathers, collates, or classifies information; reports and/or carries out a prescribed action in relation to the information.

ANALYZING: Examines and evaluates data; presents alternative actions in relation to the evaluation.

COORDINATING: Determines time, place, and sequence of operations or action to be taken on the basis of analysis of data; executes determinations and/or reports on events.

PEOPLE REQUIREMENTS

SPEAKING: Talks with and/or signals people to convey or exchange information; includes giving assignments and/or directions.

SUPERVISING: Determines or interprets work procedures for a group, assigning specific duties to them, maintaining harmonious relations among them, and promoting efficiency.

INSTRUCTING: Teaches subject matter to others, or trains others through explanation, demonstration, and supervised practice; or makes recommendations based on technical disciplines.

DISCLAIMER: This description is not intended to be an all-inclusive list of responsibilities, duties, and requirements for employees in this position. Job descriptions may and do change periodically. Where positions are covered by a collective bargaining unit agreement, the terms and conditions of the agreement will apply.

Candidates must successfully pass a pre-employment background check.