



Brentwood School District Job Description

Athletic/Activities Director

Description

JOB/POSITION SUMMARY: *The Athletic/Activities Director provides leadership, oversight, and management of the high school and middle school athletic programs, extracurricular activities, and student organizations. This position ensures that all programs align with the district's educational mission, emphasizing the development of student-athletes, fostering school spirit, and maintaining compliance with all state and conference regulations. The Athletic/Activities Director collaborates with coaches, sponsors, families, and the community to promote a culture of excellence, teamwork, and sportsmanship.*

REPORTS TO: Superintendent of Schools

EMPLOYMENT TERMS: Administrative salary determined by Superintendent of Schools, depending on experience and education. 12 month contract of employment based on annual evaluation in accordance with this job description. FLSA Status: Exempt

Qualifications

EDUCATION AND/OR EXPERIENCE:

- Master's Degree from an accredited college or university required
- Successful teaching experience required
- Previous experience as a coach, athletic director, or school activities administrator preferred
- Secondary school administration experience preferred

CERTIFICATES/LICENSES:

- Valid Missouri Teaching Certificate required
 - Valid Missouri School Administration Certificate preferred
 - Certified Athletic Administrator (CAA) designation preferred or willingness to obtain
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ESSENTIAL DUTIES AND RESPONSIBILITIES:

ATHLETIC AND ACTIVITY PROGRAM OVERSIGHT:

- Provides leadership, organization, and supervision of all high school athletic programs, student organizations, and extracurricular activities, while also supporting middle school athletic and activity programs.
- Ensures compliance with Missouri State High School Activities Association (MSHSAA) regulations and district policies regarding athletics and extracurricular activities.
- Oversees the recruitment, hiring, and evaluation of high school coaches and activity sponsors, ensuring high-quality instruction, sportsmanship, and student engagement.

- Develops and implements policies, procedures, and expectations for all athletic programs and extracurricular activities.
- Works closely with high school coaching staff to foster competitive, well-structured programs that support student development and success.
- Promotes school spirit and student involvement through coordination of pep rallies, student leadership initiatives, and other school-wide events.

STUDENT-ATHLETE & PARTICIPANT SUPPORT:

- Monitors academic eligibility of high school student-athletes and extracurricular participants, ensuring adherence to district and state guidelines.
- Implements and supports programs focused on student leadership, sportsmanship, and character development.
- Works closely with teachers, counselors, and school staff to ensure student-athletes receive the academic and emotional support necessary for success.
- Serves as a key resource for high school families, guiding students through the process of athletic recruitment, NCAA eligibility, and college preparation.

EVENT MANAGEMENT & FACILITY OVERSIGHT:

- Oversees scheduling, coordination, and administration of high school athletic competitions, extracurricular activities, and major school events.
- Ensures that all athletic fields, gymnasiums, and performance spaces are properly maintained, safe, and in compliance with state and conference regulations.
- Coordinates transportation for high school teams and activity groups, ensuring efficient and safe travel arrangements.
- Works with custodial and maintenance staff to ensure proper setup, breakdown, and cleanliness of athletic and event facilities.

BUDGETING & FUNDRAISING:

- Develops and monitors the athletic and activities budget, ensuring responsible financial management and equitable allocation of resources.
- Works with booster clubs, parent organizations, and community sponsors to support fundraising efforts for athletic and extracurricular programs.
- Oversees purchasing and inventory of uniforms, equipment, and supplies for high school athletic teams and activity groups.
- Ensures financial transparency and compliance with district and state regulations regarding activity funds.

COMMUNITY ENGAGEMENT & PUBLIC RELATIONS:

- Serves as the primary liaison between the high school, community organizations, and local media regarding athletics and activities.
- Communicates effectively with parents, students, and stakeholders to promote school events, athletic accomplishments, and activity opportunities.

- Develops and maintains partnerships with local businesses, alumni, and community organizations to enhance school programs.
- Coordinates sportsmanship initiatives to ensure a positive environment for athletes, coaches, officials, and spectators.

RISK MANAGEMENT & SAFETY:

- Ensures all high school athletic programs comply with district, state, and national safety standards.
- Monitors student-athlete safety, including concussion protocols, emergency action plans, and injury prevention programs.
- Oversees CPR, first aid, and safety training for coaches and activity sponsors.
- Collaborates with school nurses, athletic trainers, and local medical professionals to support the health and well-being of student-athletes.

OTHER RESPONSIBILITIES:

- Attends district and state meetings related to high school athletics and activities.
- Stays current on best practices, trends, and developments in secondary athletic and extracurricular program management.
- Facilitates professional development opportunities for high school coaches and activity sponsors.
- Performs other duties as assigned by the principal or superintendent in alignment with school and district needs.

Knowledge/Skills/Abilities Required

The requirements described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATION SKILLS:

- Ability to read, analyze, and interpret technical procedures, handbooks, policy books
- Ability to write general correspondence using correct grammar
- Ability, both orally and in writing, to present information effectively and respond appropriately to questions and concerns from individuals
- Ability to effectively communicate with diverse groups

MATHEMATICAL SKILLS:

- Ability to work with basic mathematical concepts
- Ability to maintain a balanced budget, analyze various budget proposals, determine the funding allocations, defend various budgeting recommendations, and forecast the financial needs of the building

REASONING ABILITY:

- Ability to define and solve problems, collect and analyze data, establish facts, and draw valid conclusions
- Ability to solve a variety of problems in many different situations and have strong attention to detail
- Ability to use available information and prioritize multiple responsibilities and meet various deadlines
- Ability to maintain highly confidential information

TECHNICAL SKILLS:

- Ability to utilize multiple computer programming systems - Proficient with Excel/Google Sheets, Microsoft Word/Docs, and Microsoft Powerpoint/Google Slides
- Use of basic office equipment - copier, fax, phone system, security system, intercoms

OTHER SKILLS AND ABILITIES:

- Ability to perform duties with awareness of district policies and procedures and federal/state laws
- Ability to work effectively with a team to design, monitor, and achieve collective goals
- Ability to independently work using standardized practices and/or methods to lead, guide, and/or coordinate with others
- Responsible for supervising, evaluating, and developing all staff members serving in the assigned school

PHYSICAL REQUIREMENTS:

- The employee must speak, stand, talk, walk, see, hear, and sit and rise from the floor for long periods of time on a regular basis
- The employee is occasionally required to climb, stoop, kneel, crouch, or crawl, and lift up to 50 lbs.
- The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print
- Must frequently move in and around buildings and grounds to visit classrooms, attend meetings, and supervise dismissal areas and sit for an hour or more at a time

ENVIRONMENTAL CONDITIONS:

- The noise level will vary depending on the daily activity. The office setting is typically quiet, but with occasional presence in the cafeteria and/or school assemblies, the noise level is moderate to very loud. The individual who holds this position must be able to hear a conversation in a noisy environment.
- The employee must have the ability to work in potentially high-stress situations, with frequent engagement with various stakeholders

- The office work environment is consistent with a typical office environment; however, the individual who holds this position will frequently be required to move throughout the building to multiple settings and adapt to unexpected environments, and occasionally be outside in temperatures below freezing and above 100 degrees.
- The individual who holds this position is frequently required to work irregular or extended hours.