



Rockford Area Schools Job Description

Activities Director

General Definition of Work

Performs difficult professional work directing the day-to-day operations of the Activities Department, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the School Superintendent. Departmental supervision is exercised over those assigned to the Activities Department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Manages staff other event workers (officials/law enforcement) and schedules all activities and events in the Middle School and High School.

Serves as Home Event Administrator; oversees ticket sales, crowd control, team logistics; develops programs; coordinates venue needs.

Liaisons with the District for facility planning, usage agreements, booster clubs and Rockford Community Center partnerships.

Communicates with the community and similar stakeholders.

Orders, inventories and maintains equipment.

Hires, trains and manages Rockford Area Schools Activity employees.

Counsels student athletes during their post-secondary education search.

Evaluates programs, coaches, advisers, event workers, game officials and medical personnel.

Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; comprehensive knowledge of time sheets, attendance and medical records; comprehensive knowledge of the operation of golf carts, score boards and indoor/outdoor lighting; thorough knowledge of standard office equipment, computer hardware and related software; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

Education and Experience

Bachelor's degree and moderate experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and lifting, frequently requires climbing or balancing, tasting or smelling and repetitive motions and occasionally requires sitting and stooping, kneeling, crouching or crawling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general



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surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather) and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Certified Athletic Administrator (CAA)

First Aid/AED/CPR

Valid driver's license in the State of Minnesota.