

## **Activities Director at Treynor CSD**

Due to a retirement, the Treynor Community School District is seeking candidates to fill our Activities Director for the 2023-2024 school year to supervise the total activity program for the district. The Activities Director will provide eligible students of the Treynor Community School District an opportunity to participate in a sound educational experience through the activity program.

Go to Teach Iowa and Submit the following:

- Letter of Application
- Resume
- Completed Job Application Form
- Three recent letters of recommendation
- Copy of all applicable college transcripts

**Direct questions to:**

Dr. Joel Beyenhof

Superintendent

712-487-3414

[jbeyenhof@treynorcardinals.org](mailto:jbeyenhof@treynorcardinals.org)

### **TREYNOR CSD ACTIVITIES DIRECTOR**

#### **ESSENTIAL FUNCTIONS:**

Under general supervision of the High School Principal and Superintendent, the Activities Director performs the following responsibilities.

#### **Vision**

- Establishes a set of expectations that are aligned with the district's goals and vision.
- Articulates and promotes those expectations to coaches/sponsors and students.
- Keeps apprised of current research regarding school activity programs.
- Serves as a member of the Administration team.
- Submits reports to the Board of Directors and other stakeholders as required.

#### **Culture of Learning**

- Collaborates with administration to secure all personnel for the activity program.
- Provides in-service education and information for coaches/sponsors.
- Encourages professional development of all coaches/sponsors.
- Recognizes student performers', student athletes' and coaches'/sponsors' achievements.

#### **Management**

- Develops the operational budget and financial procedures for the activities program.
- Develops procedures that address the legal, medical, and safety needs of the program.
- Coordinates the development, scheduling, and transportation of all activities.
- Addresses current and potential issues in a timely manner.

### **Family and Community**

- Establishes a welcoming environment for families and community.
- Assures families are informed and support the expectations of each sport and activity.
- Promotes upcoming events to the public and the media.
- Serves as the district liaison to local booster clubs.
- Serves as the district liaison to state and national athletic and activity councils and associations.

### **Ethics**

- Maintains proper records.
- Verifies the eligibility of all candidates for teams.
- Promotes sportsmanship, fair play, and commitment to ethical behavior.

### **Societal Context**

- Articulates the physical and mental health benefits of extracurricular activities.
- Advocates for the welfare of all members of the learning community.
- Adapts to the evolving needs of the district.

### **KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

#### **Education and Licensure:**

- Holds an Iowa Administrator licensure

#### **Knowledge and Skills:**

- Excellent verbal and written communication skills.
- Demonstrates strong organizational skills.

### **PHYSICAL REQUIREMENTS:**

- The activities director is constantly mobile, talking, hearing, and operating a computer.
- The activities director at times will be in a stationary position and may need to operate a motor vehicle.
- The activities director is able to lift and move objects weighing up to fifty pounds.

### **WORKING CONDITIONS:**

- The activities director works during and after school hours, including evenings and weekends.
- The activities director works both indoors and outdoors, and in extreme temperatures.

### **ADDITIONAL RESPONSIBILITIES:**

- Oversees transportation
- Oversees maintenance and facilities

### **TERMS OF EMPLOYMENT:**

- 12 months a year.
- Salary and benefits are determined by recommendation of Superintendent with approval of the School Board

### **EQUAL EMPLOYMENT OPPORTUNITY:**

It is the policy of the Treynor Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.