TITLE: **Director Student Engagement**

QUALIFICATIONS:

1. Holds a Master’s Degree and a valid Kentucky Professional Certificate in administration and/or supervision
2. Has at least three years of full-time teaching experience
3. Successful supervisory experience in student activities/athletics
4. Demonstrated ability to work with principals, athletic directors, game officials, community organizations and booster clubs
5. Has demonstrated ability to communicate effectively with students, staff, parents, media and community
6. Ability to organize and manage programs of activities as an integral part of the educational vision of Boone County Schools

REPORTS TO: Executive Director of Student/Community Services

JOB GOAL: Ensures a vibrant extracurricular program is in place to provide each student an opportunity to build positive self-concepts and constructive connections to school.

PERFORMANCE RESPONSIBILITIES:

1. Design and implement activities and athletic events in a fair and equitable manner throughout the school district
2. Administer and enforce the activities and athletic policies, regulations and rules
3. Responsible for administrating student surveys requested
4. Ensure District activity and athletic budgets follow proper “Redbook” accounting procedures
5. Work cooperatively with the Kentucky High School Athletic Association and serve as a liaison between member schools and KHSAA
6. Work collaboratively with the Kentucky School Boards Association in updating and maintaining the “Coaches’ Handbook”
7. Investigate all allegations of infractions and make recommendations for appropriate remedies or corrective action
8. Implement and review eligibility standards and student participation processes
9. Administer the insurance program covering student activity and athletic participants, and assumes responsibility for the completion of reports and claims
10. Work cooperatively with identified community agencies, structures, athletic leagues and organizations to ensure an open dialogue with the school district
11. Provide leadership and guidance to school level personnel responsible for activities/athletics
12. Provide oversight to the process of recruiting, hiring and evaluating coaches, paraprofessionals and volunteers related to extracurricular activities
13. Assist in the maintenance of insurance and lease agreements for outside organizations using district facilities
14. Communicates the postponement and/or cancellation of activities as necessary
15. Perform other duties consistent with the positions as may be requested by the immediate supervisor

TERMS OF EMPLOYMENT:

* Salary: Index
* 12 Months
* Board approved: proposed