

POSITION:	District Activities Director
POSITION SUMMARY:	To provide oversight and compliance with the Kentucky High School Athletic Association (KHSAA) directives and Christian County Public Schools (CCPS) policies and procedures
QUALIFICATIONS/ REQUIREMENTS:	Kentucky Teaching Certification Minimum of 5 years of Athletic Experience
REPORTS TO:	Assistant Superintendent of Operations
PERFORMANCE/ RESPONSIBILITIES:	<ul style="list-style-type: none"> ➤ Monitor and ensure directives established by our state and Federal government and the KHSAA are strictly adhered to and monitored ➤ Develop and update CCPS Athletic Handbook ➤ Communicate KHSAA and CCPS athletic directives ➤ Ensure compliance with all CCPS and KHSAA athletic directives ➤ Assist in recruiting applicants for open coaching positions ➤ Be a member of established hiring committees for filling coaching vacancies ➤ Develop and conduct a Coach's evaluation process ➤ Ensure that all CCPS Athletic Coaches participate in the evaluation process ➤ KHSAA liaison ➤ Oversee all District transfers that intend to participate in District sport ➤ Set timeline to ensure that KHSAA Coach's certification guidelines are met and adhered to by District Coaching staffs. This includes CCPS mandated Middle School Coaching staff certifications ➤ Review Title IX reports completed by high school Athletic Directors and combine information to submit to Christian County Board of Education ➤ Conduct weekly grade checks, behavior reports, and missing assignment reports for in-season student/athletes grade 9-12 and any middle school student/athletes participating at the high school level ➤ Conduct transcript audits for Coach submitted student/athletes to include ACT and/or SAT test scores and GPA in core classes. ➤ Communicate with Coaches and student/athletes to provide feedback relating to his or her college level of choice, direction to class scheduling throughout their high school career, and

serve as a guide to meeting established eligibility criteria for the various levels of college enrollment and participation

- Establish student/athlete participation criteria based on grades that may or may not be higher than the established KHSAA guidelines
- Assist in establishing a Grade Improvement Plan (GIP) for every CCPS and KHSAA sanctioned sport to assist in the improvement of academic performance for all CCPS student/athletes grades 7-12
- Assist in registration for the NCAA eligibility center and the NAIA eligibility center
- **Serve as CCPS Title IX Coordinator—Athletics**
- **CCPS District Random Drug Testing Director/Coordinator**
- **CCPS District Facility Rental Coordinator**
- **CCPS District Overnight trip Coordinator**
- **Oversee/Assist CCPS Band programs**
- **CCPS District EAP Coordinator (Athletics)**

TERMS OF EMPLOYMENT:

Employment with salary to be determined by the adopted teacher and administrative salary schedule of the Christian Board of Education.

Employment Range: 210 Days 1.01 Administrative Index

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Christian County Board of Education policy on Evaluation of Certified personnel. Evaluations will be conducted by the Superintendent or his designee.