



July 17, 2025

Rationale for Amending the District Activities Director Contract from 210 to 238 Days

The responsibilities assigned to the District Activities Director have significantly expanded in both scope and time commitment, necessitating an amendment to the current contract to better align with the actual demands of the position. The District Activities Director plays a critical role in ensuring compliance with Kentucky High School Athletic Association (KHSAA) regulations and Christian County Public Schools (CCPS) policies, while also providing essential support to student-athletes, coaches, and school administrators throughout the year.

Currently, this position is assigned a 210-day contract. However, the scope of responsibilities—including oversight of all athletic programming (grades 7–12), coordination of coach certifications and evaluations, management of Title IX reporting, serving as the district's liaison for NCAA/NAIA eligibility, and supporting year-round operations such as random drug testing, facility rentals, and overnight trip coordination—requires a presence and active leadership well beyond the current contract length.

Additionally, beginning with the 2025–2026 school year, the District Activities Director will also serve in a dual capacity as the Athletic Director for Christian County High School. This added responsibility further increases the demands on this role, as it will now encompass the direct management of all athletic operations at one of the district's largest high schools, in addition to maintaining districtwide oversight.

The proposed amendment to a 238-day contract reflects the year-round nature of these responsibilities, including summer duties related to student eligibility and compliance, off-season training oversight, and support for summer programming such as band activities and facility use. This adjustment does not include any increase to the daily pay rate or administrative index; the only cost increase would result from the additional 28 contract days required to meet operational needs.

We respectfully request approval of this amendment to ensure the position remains responsive to district expectations, compliant with state and federal regulations, and supportive of the academic and athletic success of our students across the district.

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:**

1. Kentucky Teaching Certification
2. Minimum of 5 years of Athletic Experience

REPORTS TO :

Assistant Superintendent of Operations

SUPERVISES:

N/A

**PERFORMANCE
RESPONSIBILITIES:**

- ❖ 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 County Board of Education.

Employment Range: 238 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.