



April 16th, 2026

Subject: Request for Approval – Revision of Job Description: School Activities Director

The Department of Personnel respectfully requests approval to revise the current District Activities Director job description to a School Activities Director position.

This revision shifts the focus of the role from a district-level position to a school-based position, allowing for more direct oversight and support of athletic and extracurricular programs at the building level. The updated structure better aligns with the day-to-day needs of our schools by placing leadership closer to students, coaches, and sponsors.

The School Activities Director will work under the supervision of the building principal and will support compliance with KHSAA regulations, CCPS policies, student-athlete eligibility, and overall coordination of school-based activities and programs.

This change is intended to:

- Improve efficiency and responsiveness at the school level
- Strengthen oversight of student activities and athletics
- Enhance communication between coaches, sponsors, and administration
- Better support student participation and academic success

There is no immediate fiscal impact associated with this revision beyond existing staffing structures.

We respectfully request Board approval of the revised job description as presented.

**POSITION:**

School Activities Director



## POSITION SUMMARY:

The School Activities Director provides oversight of all school-based athletic and activity programs, ensuring compliance with Kentucky High School Athletic Association (KHSAA) directives and Christian County Public Schools (CCPS) policies and procedures. This role supports student participation, academic success, and the overall coordination of extracurricular programs at the school level.

## QUALIFICATIONS:

1. Kentucky Teaching Certification required
2. Minimum of five (5) years of athletic/coaching or related experience

## REPORTS TO:

School Principal

## SUPERVISES:

Coaches and activity sponsors (in coordination with the Principal and/or School Athletic Director)

## PERFORMANCE RESPONSIBILITIES:

- Monitor and ensure compliance with all applicable federal, state, KHSAA, and CCPS athletic regulations at the school level
- Assist in implementing and maintaining the CCPS Athletic Handbook at the school level
- Communicate KHSAA and CCPS athletic expectations, updates, and requirements to coaches, sponsors, students, and families
- Support the Principal and/or athletic director in ensuring all athletic and activity programs operate within established guidelines
- Assist in recruiting, recommending, and supporting coaching staff and activity sponsors
- Participate in the hiring process for coaching and sponsor positions as requested by the Principal
- Assist in implementing the district's coach evaluation process and ensure completion by all coaches
- Serve as the school-level liaison to KHSAA and the district office
- Monitor and verify student-athlete eligibility, including grades, attendance, and behavior
- Conduct regular grade checks and communicate concerns to coaches, students, and administration
- Assist with transcript reviews and academic eligibility requirements
- Support student-athletes with academic planning and postsecondary opportunities, including NCAA/NAIA eligibility guidance



- Assist in implementing Grade Improvement Plans (GIP) for student-athletes as needed
- Monitor and ensure all coaching certifications and requirements are current and in compliance
- Assist with student-athlete transfers and ensure proper documentation and eligibility procedures are followed
- Support Title IX compliance at the school level in coordination with the district
- Assist in the coordination of athletic schedules, events, and facility usage
- Work collaboratively with the Athletic Director (if applicable), Principal, and district personnel to support all extracurricular programs
- Promote positive school culture through student involvement in athletics and activities
- Assist with supervision of events, including evenings and weekends as needed
- Support district initiatives such as drug testing protocols, emergency action plans (EAP), and safety procedures at the school level

**TERMS OF EMPLOYMENT:**

Employment will be based on the approved salary schedule of the Christian County Board of Education.

Work days and stipend (if applicable) will be determined by district guidelines and board approval.

**EVALUATION:**

Performance will be evaluated in accordance with the Christian County Board of Education's policies for certified personnel evaluation. The Principal or designee will conduct evaluations.