**Job Title: Site Activities Director**

**Tenure: School Year**

**Stipend: Placed on Student Activities Stipend Schedule**

**Duties:**

- Primary contact with BSSD Student Activities Office.
- Maintain Master Eligibility Lists for both the BSSD and ASAA.
  - Seasonal
  - Mid-Quarter/Quarterly
- Manage all student Travel forms
  - Request for Travel (sent to District Office)
  - Student Permission slips (site)
  - Additional forms as needed
- Work with site administration and local health practitioners to ensure all student athletes receive sports physicals prior to their first contact.
- Ensure all student athletes have completed and returned “Hold Harmless” form (SA15)
- Oversee the on-site presentation of the ASAA and BSSD Tobacco, Alcohol and Drug program.
  - Show video
  - Collect Student forms
  - Report all TAD violations
  - Administer any penalty periods
- Oversee local facilities during all hosted events. Work with the District Activities Director in the operation of all District events hosted at site.
- **Coaching Certification requirement**
  - Must have all three components of the NFHS Coaching certification
  - Ensure that all athletic coaches/assistants are NF certified
- Inventory and order all necessary site activity equipment necessary to safely and successfully handle all student activity programs.
- Encourage and enable local officials in training opportunities. Arrange for officials for all site contests. Officials for District/Conference tournaments will be arranged/hired by District Activities Director.
- Other duties as assigned when necessary