



DIRECTOR of STUDENT ACTIVITIES ONBOARDING PROCESS



ACTIVITIES DIRECTOR: Seven Core Responsibilities

(Adapted from the National Standards for Sport Coaches.)

- Set Vision, Goals, Standards, & Systems for the Activities Program
- Engage In & Support Ethical Practices
- Build Relationships
- Develop a Safe Activities Environment
- Create a Positive & Inclusive Activities Environment
- Supervise, Manage, & Develop Staff Personnel
- Strive for Continuous Improvement

ACTIVITIES DIRECTOR: Essential Duties

- Personnel Management, Coaching Conversations, Program Review, & Staff Development
- Systems Development, Implementation, & Review
- Game Day Operations & Logistics, Meet Operations, & Event Management
- Scheduling & Facilities Coordination
- Sports/Activities Media Information, Marketing, Special Promotions, & Awards Recognition
- Student Eligibility Clearinghouse Policies, Procedures, & Forms
- Student Leadership & Engagement
- Financial Management & Funding Sources
- Program Development & Enhancement
- Professional & Community Relations
- Professional Development
- IGHSAA & IHSAA Regulations
- IHSADA Membership & Opportunities

Step 1. Read/Review Policy and Procedure Documents

- ☐ Student Activities Department Coaches Handbook
- ☐ Student Activities Department Student Handbook
- ☐ Staff Handbook
- ☐ IHSAA/IGHSAA Eligibility Guidelines
- ☐ IHSAA/IGHSAA General Information & Sport Manuals
- ☐ IHSMA/IHSSA Policy
- ☐ District Fundraising Policy
- ☐ IHSADA/IGHSAA/IHSAA Websites

Step 2: Build Relationships

- ☐ School Administration collaboration on vision, goals, standards, core values, responsibilities, and communications.
- ☐ School Financial Director

- ☐ Transportation Director
- ☐ Building and Grounds Director and Staff
- ☐ Activities Department Staff
- ☐ Sports Medicine Personnel
- ☐ Students
- ☐ Parents, Boosters, Community, Media
- ☐ IHSADA Mentor
- ☐ Conference Activities Directors
- ☐ Vendors

Step 3: Logistics, Operations, & Systems

- ☐ Schedules
- ☐ Officials
- ☐ Transportation
- ☐ Processes
- ☐ Event Management
- ☐ Student Eligibility Clearinghouse
- ☐ IGHS AU/IHSAA Requirements
- ☐ IHSADA AD Toolbox
- ☐ Revenue Sources
- ☐ IGHS AU “Monday Minute”
- ☐ IHSAA Executive Director Weekly Update
- ☐ IGHS AU/IHSAA Monthly Zoom Meetings
- ☐ Systems: HUDL, Bound, Dragonfly, TrackWrestling, HYTEK
- ☐ Key Event Staff
- ☐ Officials Assignors

Step 4: Personnel Management

- ☐ Staffing
- ☐ Onboarding
- ☐ Licensure
- ☐ Evaluation System
- ☐ Professional Development

Step 5: AD Professional Development

- ☐ Iowa Activities Director Mentor Leadership Program
- ☐ New AD Workshops
- ☐ IHSADA Membership
- ☐ IHSADA District Meeting
- ☐ IHSADA State Convention

- ☐ IHSADA Evaluator Training
- ☐ NIAAA LTI Courses
- ☐ NIAAA National Convention
- ☐ Conference Meetings