

Monticello Public Schools
ISD #882
JOB DESCRIPTION

Position Title: Activities Director

Department: Monticello High School

Exempt Status: Exempt

Reports To: Superintendent of Schools

Date: January 5, 2017

Approval: Assistant Superintendent

JOB SUMMARY: The Activities Director provides leadership to the co-curricular programs and coaches to ensure high quality activities for all students in a variety of areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

65% Management

- A. Plans, recommends and implements strategies to support co-curricular programs.
- B. Formulates and establishes procedures for programs.
- C. Promotes continuous improvement in all programs and activities.
- D. Communicates school district philosophy to all coaches and advisors.
- E. Insures that coaches and advisors are adhering to district policies.
- F. Promotes positive messages to the general public concerning co-curricular programs and activities.
- G. Establishes communication with the administration.
- H. Develops co-curricular schedules and maintains a master calendar.
- I. Works in collaboration with the Assistant Superintendent in the hiring of co-curricular staff.

15% Supervision

- A. Sets up activity event supervision with fellow administrators and supervises events.
- B. Manages and supervises all co-curricular staff.
- C. Provides training sessions.
- D. Evaluates coaching and advisory staff and programs.
- E. Works with the high school principal and/or Assistant Superintendent to administer staff discipline.
- F. Oversees running concession stands for all activity events.

10% Budget

- A. Maintains a system for financial accountability.
- B. Monitors co-curricular expenditures and income generated.
- C. Makes recommendations concerning program budgets and needs.
- D. Collects revenues from various events.
- E. Oversees student activity accounts related to co-curricular programs.
- F. Fundraises for the Activities Department.

- 5% Student Eligibility/School Events
- A. Distributes information and eligibility rules to students, staff and parents regarding activities.
 - B. In coordination with the high school principal, administers student discipline for co-curricular activities.
 - C. Monitors transportation requests, support personnel, etc.
 - D. Coordinates assignment of buildings, equipment and services available.

- 5% Professional Development
- A. Maintains active memberships in professional organizations.
 - B. Participates in professional development activities in the field of community education at a regional and state level.
 - C. Serves on local, regional and state professional committees.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Bachelor's degree required.
- K-12 Administrative licensure preferred.
- Valid Minnesota driver's license.

Experience:

- Prior experience as activities supervisor preferred.
- Coaching and/or teaching experience preferred.

Essential Skills Required to Perform the Work:

- Ability to constantly make appropriate decisions and act within the district and building policies, procedures and guidelines.
- Knowledge of coaching/directing techniques and strategies.
- Knowledge of legal mandates regarding provision of services.
- Knowledge of instructional interventions and behavioral management techniques.
- Ability to work in a diverse environment.
- Ability to communicate effectively with students, parents, teachers, administrators, community, and staff.
- Working knowledge of district co-curricular activities.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operate computer, printer, photocopy machine, fax machine and other electronic or technological equipment required for the specific position.
- Proficient in various software applications.
- Proficient in phone system.

Supervision of Other Employees:

- Position requires supervision of coaching/advisory staff.

Physical Job Requirements:

- Position involves occasional bending and stooping.

- Position involves frequent stairs.
- Position involves frequent repetitive action on keyboard.
- Position involves frequent repetitive motion in performing tasks.
- Position involves frequent lifting up to 20 pounds and occasional lifting up to 50 pounds.
- Position involves lifting, carrying, pushing or pulling in the performance of the job.
- Position requires regular periods of sitting at computer.
- Position involves listening, speaking clearly and visual acuity.

Mental Job Requirements:

- Position requires multi-tasking while dealing with constant interruptions.
- Position requires flexibility and a willingness to undertake a variety of requests for assistance, sometimes from more than one person.
- Position requires exercising confidentiality in handling School District information.
- Position requires the need for extreme accuracy on a daily, as well as permanent, basis.
- Position requires planning for upcoming scheduled events and deadlines in a timely manner.
- Position requires the ability to problem solve situations resulting in solutions that are appropriate and follow school district policies.

Working Conditions:

- Normal office conditions.
- Requires travel to various buildings/sites.
- Work hours in the evenings and on weekends.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, administration, employees and community members.
- Maintains a positive, professional and safe educational environment at all times.
- Educates students or program participants to assist them in reaching their full potential academically, emotionally, physically and socially.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.