

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

June 2017

SECTION I: GENERAL INFORMATION

Position Title: Student Activities Director	Department: Activities/Athletics
Immediate Supervisor's Position Title: Building Principal	FLSA Status: Exempt
Band/Grade/Subgrade: E-8-1	Bargaining Unit: Non-Union Administrator - Director
Job Summary: Under the direction of the Building Principal, the Student Activities Director is responsible for leading, supervising and overseeing the total student activity programs within Northfield Public Schools within the policies of the District, and rules and guidelines of the National Federation, Minnesota High School League, and the Big 9 Conference. The Student Activities Director is responsible for assuring a proper balance and perspective with respect to the entire school program to best meet the needs of students and the community.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Supervises and provides leadership and direction to all head coaches, activity advisors and coaching personnel.
Percent of Time:	25%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Screens, interviews and hires new activities personnel. • Supervises, evaluates, delegates responsibilities to activities personnel. • Develops and maintains a handbook for coaches and advisors. • Assists, advises and implements procedures for assisting improve the performance of head coaches and advisors. • Serves as the department chair for the P.E. and Health Department 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Administers and supervises the operations, plans and functions of the Student Activity program.
Percent of Time:	30%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Establishes program(s) policies and procedures. • Monitors and evaluates program effectiveness, goals and achievements. • Assists in planning homecoming events, pep fests, prom, snow week or other events/projects. 		
Duty/Responsibility No:	3	Statement of duty/responsibility:

Percent of Time:	20%	Plans and schedules all activity events. Coordinates preparations for all practices, contents and transportation needs/requests. Develops and coordinates supervision schedules for home activity events using administrators, site managers, officials, volunteers, etc.
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Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	4	Statement of duty/responsibility: Coordinates the public relations and publicity for all activity events and programs. Collaborates and informs the local media, students, parents, community and other concerning program/events.
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	5	Statement of duty/responsibility: Prepares and recommends the budget for the activity's program. Approves and authorizes the expenditure and payment of all invoices and purchase orders. Coordinates and monitors the accounting and tracking of the department budget.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	6	Statement of duty/responsibility: Supervises the use and coordinates the maintenance of all school-owned equipment, supplies and physical facilities used by the activities program. Collaborates and works with the Director of Building & Grounds in the maintenance of athletic fields or their improvements.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	7	Statement of duty/responsibility: Serves as the advisor for R.A.L.I.E. – Raider Activity Leaders Improving Enthusiasm.
Percent of Time:	2%	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	8	Statement of duty/responsibility: Serves as the Chair of the Coaches Advisory Council and Activities Advisory Council in assessing program effectiveness, community needs, issues, and concerns for improving and developing the total activity program.
Percent of Time:	3%	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	9	Statement of duty/responsibility:
Percent of Time:		Performs other comparable duties of a like or similar nature as assigned.
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge. • Serves on various local, regional and/or state committees or organizations. • Attends training sessions, conferences, seminars, district and departmental meetings. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION:	
	less than high school diploma	Type of degree: (B.S., M.A., etc.)	
	High school diploma or GED.	Administrative licensure	
	1 year college	2 years college	Major field of study or degree emphasis: Educational administration or educational leadership
	3 years college	4 years college	
	1st year graduate level		
x	2nd year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Minnesota State High School League eligibility rules and regulations. • Local and state rules, regulations or laws pertinent to athletics, events and their operations. • District procedures and policies governing procurement, contracting with outside personnel and collective bargaining agreements governing the hiring and supervision of coaches. • Fundamentals of supervision and management. • Administration principles, practices and procedures . 	
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of three years directly related experience leading or supervising coaches or student activities.			
Required Supervisory Experience: Requires a minimum of three years directly related experience leading or supervising coaches or student activities.			

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Licensed teacher in the State of MN in assigned area and Administrative Licensure.
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> Organizing and scheduling of athletic and activity events. Supervising, hiring, delegating and monitoring the performance and activities of coaches and activity directors. Conducting public relation activities including promotion of programs, meeting with citizens, resolving conflicts and in making presentations. Organizing, planning, scheduling and coordinating all activity programs and events. Planning, monitoring and overseeing the activity budget. Collaborating and working closely with district managers and administrators in the scheduling of facilities, arranging for staff, care of athletic fields, activity equipment and needs. The ability to transport self among district buildings and to regional and state meetings and workshops as necessary. The skill and ability to communicate - both orally and in writing.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Head Coaches and Activity Advisors	
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to disagreeable conditions involving human/student/parental contact. Duties also involve working irregular or evening hours due to events, contests or other functions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				x
Walk		x		
Sit		x		
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		

Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: