

JOB DESCRIPTION

SENIOR HIGH ACTIVITIES DIRECTOR

The Senior High Activities Director's primary responsibility is overseeing the senior high activities program, including athletics, fine arts, and student clubs. The Senior High Activities Director (Activities Director) is responsible in each of these areas for developing and maintaining the vision and mission of the programs, and supervising and evaluating the individual and total programs. The Activities Director is also responsible for other areas including the school calendar, special programs, and other duties as assigned by the Principal.

Staffing:

The Senior High Activities Director is a 12-month administrative position. The Activities Director is directly responsible to the high school Principal. Minimum educational requirement for the position is a Masters Degree. Administrative licensure and experience working with a variety of activities are preferred, but not required. The Activities Director must be committed to students, parents and staff, and be able to work well with others on the support team.

Duties:

1. Responsible for all clubs, fine arts and athletic activities, and other high school organizations, including:
 - Scheduling contests and events.
 - Transportation.
 - Budgeting and ordering supplies and capital equipment.
 - Arranging for contest workers and officials.
 - Recruiting and hiring personnel.
 - Supervising and evaluating personnel, including head and assistant coaching positions.
 - Overall program supervision and evaluation.
 - Developing long term plans for programs, facilities, and equipment.
 - Coordinating any fundraising activities.
 - Minnesota State High School League school, conference and regional representative.
 - Coordinating and supervising facilities in activities areas.

2. Responsible for overseeing the coordination of special school events including the sophomore respect retreat, senior retreat, Options activities, school-wide speakers, Homecoming activities, Winter Activity Week events, end-of-year activities, and other miscellaneous activities and events.

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3. Responsible for managing the school calendar, including coordinating the facility with staff, scheduling activities both during the day and after school hours, and coordinating the school calendar with Community Services staff.
4. Serves as a member of the district Activities Council.
5. Responsible for overseeing the development and supervision of student learning and activity opportunities during Options periods, including seeking and scheduling speakers and other programs.
6. With Principal input, responsible for developing and coordinating a yearly school-wide theme for students and staff which fits the mission and vision of the school district. Examples: increasing respect, tolerance, and personal and social responsibility.
7. Develop and implement a yearly leadership program for students in activities, including a leadership workshop for selected students, a year-long student leadership program, regular meetings, and in-services for an activities leadership group.
8. Assist in daytime building supervision by being visible in hallways, lunchroom and other areas.
9. Enforce the MSHSL rules in all areas.
10. Supervise and evaluate the Activities Secretary.
11. Perform other duties as assigned by the building Principal.

Adopted: 2/7/00