

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Activities Director	Activities Office	Superintendent

JOB SUMMARY:

Responsible for the development and delivery of a successful activity program including budgeting, hiring, engaging in public relations, communicating with coaches, advisors, parents and students and working with booster groups and other community and business stakeholders.

QUALIFICATIONS:

Requisite Experience and licensure required. Effective communication and budget skills.

TASK NO.	DESCRIPTION WORK YEAR: 215 days	FREQUENCY
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| 1 | Lead and supervise the development, implementation, coordination and evaluation of a balanced activities program, and plan and initiate changes as appropriate. | 30% |
| 2 | Recruit, hire, recommend, assign, train supervise and evaluate coaches and activity advisors district-wide, and plan and initiate changes as appropriate. | 15% |
| 3 | Develop and maintain positive public relations with school staff and the general public through seasonal advisory board meetings, periodic coaches and advisors meetings, and School Board meetings as requested. | 10% |
| 4 | Develop, submit and follow appropriate program budgets. | 10% |
| 5 | Work with booster groups, the business community and other appropriate groups to design and coordinate a fundraising system for athletic/activity programs and facilities. | 10% |
| 6 | Develop a handbook describing duties and responsibility of coaches, advisors, students and parents. Include the process for evaluation of staff, ways to promote co-curricular students for college scholarships and criteria for lettering. | 7% |

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TASK NO.	DESCRIPTION	FREQUENCY
7	Assist other administrators and directors in administering the procedures, policies and directives of the District and the MSHSL.	5%
8	Promote interest in and attendance at activity events.	5%
9	Coordinate special alumni events to increasing interest in the District programs.	2%
10	Attend meetings, workshops and training sessions as directed by supervisor.	5%
11	Perform other related duties as assigned.	1%

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE