



ACTIVITIES & COMMUNITY EDUCATION

Director of Student Activities and Community Education Coordinator

Leading student experiences and lifelong learning opportunities across Barnesville.

This full-time, 11-month salaried position develops, implements, and maintains districtwide co-curricular and extracurricular student activities and community education programs for all age groups. The position also assists administrators with supervision of district personnel.

Position at a Glance

EMPLOYMENT Full-time 11-month Salaried	REPORTS TO Superintendent and principals
DEPARTMENT Activities and Community Education	SUPERVISES Secretary, coaches, officials, activity workers, and concession manager
WRITTEN AND REVISED Fall 2026	JOB EVALUATION DATE TBD

Role Focus

70%		STUDENT ACTIVITIES Preschool through Grade 12
15%		COMMUNITY EDUCATION Programs for all ages
15%		DISTRICT LEADERSHIP Coordination and other duties

Qualification Snapshot

EDUCATION BA/BS degree required Master's degree in educational leadership preferred	EXPERIENCE Experience in a Pre-K through Grade 12 educational setting Administrative experience preferred	LICENSURE Educational leadership licensure preferred
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Core Capabilities

- Demonstrated ability to work positively with children and adults.
- Ability to work effectively with school personnel and the public.
- Strong attention to detail and ability to maintain confidentiality.
- Excellent written, verbal, interpersonal, spelling, grammar, mathematical, and organizational skills.
- Ability to multitask while maintaining accuracy and organization.
- Ability to remain on task amid frequent interruptions.
- Self-directed, dependable, and able to take initiative.
- Highly proficient with and adaptable to relevant and emerging technologies.

**01**

Student Activities

70%

Cocurricular and Extracurricular Student Activities | Preschool through Grade 12

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers all co-curricular and extracurricular student activities in the district.
- Hires new coaches, advisors, and volunteers, including interviewing candidates and recommending hires.
- Evaluates all activities coaches, advisors, and volunteers.
- Schedules all co-curricular and extracurricular student activities in the district.
- Arranges transportation for all co-curricular and extracurricular student activities in the district.
- Manages all game-day activities, including programs, workers, and ticket sales.
- Attends more than 75% of all co-curricular and extracurricular student activities, including all parent nights.
- Hires and arranges payment for all referees and umpires for student activities.
- Oversees and maintains equipment and supplies for all student activities programs.
- Maintains related district and Minnesota State High School League (MSHSL) websites.
- Plans and organizes fine arts and athletic banquets.
- Updates and recommends student activities handbooks for Board approval.
- Manages all matters related to students' participation in MSHSL activities, including permission and medical forms, academic eligibility, school activities fees, and the investigation and reporting of violations.
- Completes and submits all student activities reports required by the district, MSHSL, and the Minnesota Department of Education (MDE).
- Plans and recommends grounds and facilities improvements.
- Serves as the school liaison to booster clubs.

02

Community Education

15%

Programs and learning opportunities for all ages

- Develops and evaluates classes and programs for community members of all ages.
- Oversees participant enrollment in community education classes and programs and maintains accurate records.
- Employs instructors for enrichment classes.
- Supervises the mailing of informational materials and catalogs announcing community education programs and offerings.
- Collects data needed for program analysis and decision-making.
- Participates in local and state activities designed to improve adult education.



03

District Leadership

District coordination, communication, and administrative support

15%

- Consults regularly with principals regarding progress, issues, and concerns.
- Attends weekly administration meetings and makes recommendations to administrators.
- Conducts regular advisory committee meetings.
- Coordinates use of all indoor and outdoor facilities.
- Writes related articles for the school website, Facebook, and local newspaper.
- Performs other duties assigned or requested by the Superintendent and principals.

04

Professional Context

Decision-making, working conditions, and performance expectations

Decision-Making, Freedom to Act, and Major Challenges

The position requires effective time management across daily duties and after-school and evening event supervision. The director uses experience, past practice, district policy, and state and federal law when making decisions, solving problems, and resolving conflict. Precedent-setting or sensitive matters are referred to the Superintendent.

Working Conditions

The position includes supervision of outdoor activities during inclement weather and occasional exposure to conditions other staff members may encounter, including airborne pathogens and ill students.

Physical Effort

The position requires movement throughout the district during the day and evening, travel from one activity to another, and attendance at professional meetings, conferences, and seminars.

Mental Effort

The position involves managing multiple tasks simultaneously; analyzing and interpreting data; forming conclusions; identifying successful solutions; managing resources; conducting research; and evaluating the performance of others.

05

Accountability & Expected Outcomes

Position accountability and annual performance expectations

A performance evaluation will be conducted annually by the Superintendent and principals.

Supervision of Others

This position supervises all employees and contracted workers involved in co-curricular and extracurricular activities.

Machines, Tools, Equipment, Electronic Devices, and Software

- Various office equipment, technology and related software, and security equipment.
- Bound, RevTrak, JMC, and MSHSL.
- Other tools and systems as assigned or adopted by the district.



Job Outcomes

- Projects a positive, cooperative, and respectful attitude with community members, parents, students, and employees.
- Provides programs that portray a positive public image to the community, parents, and students.
- Establishes open communication channels with the community to gather information important to the overall development of community education.
- Develops and implements community education programs that better serve community needs.
- Provides an environment in which each student can reach their potential.
- Administers program budgets within budget guidelines and in accordance with state regulations, rules, guidelines, district policies, and procedures.

Position Description Statement

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