

CLASSIFICATION DESCRIPTION

TITLE: Director of Student Activities

TITLE OF IMMEDIATE SUPERVISOR: Principal

FLSA STATUS: Exempt

ACCOUNTABLE FOR (Job Titles): Head Coaches, Assistant Coaches, Game Workers, and Advisors

PAY GRADE ASSIGNMENT:

Duluth Federation of Teachers, Local 692, A.F.T., Exhibit A

GENERAL SUMMARY OR PURPOSE OF JOB:

Oversees all athletic programs, as well as other extracurricular or co-curricular programs, for a school. Responsibilities generally include policies, procedures, events, equipment, budgets, personnel, facilities, and communication. Serves as the primary supervisor and coordinator of all day-to-day student management and attendance matters, as well as all grade level concerns; serves the Assistant Principal and Principal in realizing their goals and objectives so that the needs of all students can be adequately met; and provides leadership for all students and staff by assuming licensure appropriate responsibilities in the absence of the Assistant Principal and/or Principal.

ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

ACTIVITIES DIRECTOR

- Supervises multiple athletic programs, including working with head coaches on schedules, staff, budget, facilities, transportation, eligibility, grievances, fees, and game and practice sites. Works with and meets with student athletes regarding Minnesota State High School League (MSHSL) and District eligibility, as well as the specific high school policies. Disseminates information about policies, rules, and procedures. Enforces eligibility rules. Interprets policies and provides information to students in clubs and other activities.
- Coordinates school athletic programs with conference, section and the MSHSL. Provides the necessary registration information, as requested. Prepares reports on finance and participation, as needed.
- Oversees the needs of intramural sports, fine arts, clubs and other advisors in school programs. Examples of such programs include music, drama, debate, cheerleading, and forensics.
- Makes recommendations regarding personnel decisions, such as hiring and termination of coaches, advisors, officials, referees, athletic trainers, and other game personnel. Works with the District's Human Resource Department regarding personnel decisions. Evaluates the job performance of staff. Works with parents, students, and organizations regarding coaches and advisors. Updates staff on health issues, eligibility rules, new policies and so forth.
- Supervises home events. Arranges for game workers and officials. Prepares ticket reports and deposits gate sales. Provides for concession stands and workers. Represents the school at tournaments for each activity. Develops tournament procedures. Arranges meals and lodging. Sells tickets for each event. Implements procedures for cheerleaders, band, and for the fans. Enforces security. Provides rosters for events. Contacts the media regarding events. Arranges for displays of trophies.
- Maintains all equipment needs by ordering, budgeting and maintaining an inventory. Prepares and monitors the program budget. Keeps financial records, prepares vouchers for payment for

invoices, submits requisitions, and pays for uniforms and equipment. Budgets for medical supplies. Determines participation and entry fees. Manages transportation costs. Coordinates payments for game and meet officials.

- Promotes programs by keeping records of history, statistical information, and Title IX compliance. Develops and provides reports to the District, the School Board, MSHSL, Region 7AA, the Minnesota Department of Children, Families and Learning, the local media, as well as for the general public.
- Attends various meetings and conferences, such as District meetings, Lake Superior Conference, Section 7AA, and the Minnesota High School League.
- Provides for the care and prevention of athletic injuries, including maintenance of equipment and an inventory of medical supplies. Ensures that students have the proper physicals on file. Ensures that coaches are up to date regarding such topics as trauma or blood-borne pathogens. Ensures that the facilities are safe.

INSTRUCTION:

- Assist Assistant Principal in providing necessary services, which enable us to offer meaningful programs at the appropriate grade.
- Suggest alternative means, new ideas, and different approaches to aid in achieving students' success and improved education.
- Assist in supervision of student.
- Assist teachers in student management concerns.

PUPIL PERSONNEL SERVICES:

- Provide daily visibility in the halls for any student or staff needs that might arise.
- Supervise school-related activities: athletic events, dances, co-curricular, etc.
- Work with Class Advisors in the implementation of school activities such as homecoming, pep rallies, etc.
- Conduct conferences with parents and all involved personnel regarding attendance.
- Review weekly truancy report and act as appropriate.
- Monitor attendance of grade level students having difficulty achieving their educational goals.

SCHOOL OPERATIONS:

- Support and assist in the supervision of cafeteria and hallways to provide adequate educational environment.
- Supervise and assist staff in emergency situations.
- Supervise assigned area during fire and other emergency drills to ensure compliance with state and school safety regulations.

POLICIES AND PROCEDURES:

- Provide input and recommendations for the Student Handbook.
- Provide input and recommendations for the student school Calendar.

COMMITTEE ASSIGNMENTS:

- Join and/or chair committees as assigned by the Assistant Principal and/or Principal.

OTHER DUTIES:

- Provides for the care and prevention of athletic injuries, including maintenance of equipment and an inventory of medical supplies. Ensures that students have the proper physicals on file. Ensures that coaches are up to date regarding such topics as trauma or blood-borne pathogens. Ensures that the facilities are safe.
- Perform other duties of comparable level or type.

MINIMUM QUALIFICATIONS: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Requires a minimum of a baccalaureate degree in education or a closely related field, or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

CERTIFICATION OR LICENSING REQUIREMENTS (prior to job entry):

- Licensed to teach by the Minnesota Department of Children, Families and Learning.

KNOWLEDGE REQUIREMENTS:

Requires knowledge of:

- State of Minnesota athletic policies and procedures.
- Athletic and other equipment utilized in extracurricular and co-curricular programs.
- General knowledge of budgeting, accounting and inventory control.
- General knowledge of school laws, especially regarding athletics.
- Promotion and marketing.
- Coaching personnel.

SKILL REQUIREMENTS:

Skilled in:

- Communication and interpersonal skills with students, supervisors, staff, parents, and community members.
- Basic computer skills for word processing, spreadsheets, using databases, publishing, e-mail, and the Internet.
- Preparing reports.
- Supervising staff.
- Ability to perform multiple tasks concurrently.
- Equipment repair.
- Ability to use common office equipment and processes, such as facsimile machines, photocopiers, calculators, and voice messaging systems.