

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Activities Director	<b>Department:</b> Activities	<b>Unit:</b> Teachers
<b>Immediate Supervisor:</b> High School Principal	<b>Grade Placement:</b>	<b>FLSA Status:</b> Exempt
<p><b>Job Summary:</b></p> <p>Under the direction of the High School Principal, the Activities Director is responsible for managing, planning and supervising co-curricular and extra-curricular programs for grades 7-12. Duties include organizing and supervising district extra-curricular activities practices, contests and tournaments; establishing the activities calendar; directing, supervising and overseeing activities staff and operations; preparing, recommending and monitoring the activities budget(s); providing direction and support for fundraising opportunities and dealing with public relations aspects of the activities program.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, establishes and administers a comprehensive activities program that incorporates a cooperative, supportive and participative environment for all students, coaches, faculty and parents. Implements and ensures all activities are educationally based.
  - Creates the long and short term goals of the athletic and activity programs in cooperation with the students, coaches, advisors, community, Board of Education, MSHSL and MNIAAA
2. Organizes, supervises, and/or coordinates all activities, practices and tournaments for activities in grades 7-12.
  - Plans for and schedules events.
  - Prepares a calendar of school athletic practices and events. Communicates this calendar and a list of all activities to all appropriate impacted parties.
  - Coordinates arrangements for facilities, transportation needs and maintenance needs for events/activities.
  - Coordinates and hires event officials and schedules ticket takers and event workers.
  - Provides instruction and interpretation of rules and procedures.
  - Mediates and/or intervenes in coach/advisor, parent and student problems.
  - Monitors and/or assists in making arrangements for banquets.
  - Coordinates events and activities assuring MN State High School League rules, policies and guidelines are followed.
3. Supervises, evaluates and coordinates the activities of all activities staff including coaches, advisors, secretaries and contest personnel.
  - Conducts evaluations of head coaches, coaches, advisors and secretaries.
  - Determines employee renewal and/or improvement plans.
  - Recruits, interviews and recommends the hiring of head coaches, advisors and staff.
4. Prepares, submits, recommends and defends the proposed activities budget. Monitors and authorizes purchases for equipment, supplies, official fees and purchases requested of coaches and activities advisors. Evaluates activities programs and collaborates and works with administration in dealing with fiscal matters involving the addition, deletion and/or elimination of activity programs.
5. Develops and coordinates public relation, public information and fundraising activities.
  - Coordinates the selling of advertisements for activities programs and events.

- Serves as a liaison between the programs and their booster clubs.
  - Collaborates with coaches and advisors in promoting and communicating media information related to their programs.
  - Serves as mediator between the public, coaches, advisors and administration members.
6. Attends contests, concerts, meets, and events to assure programs and activities are running smoothly and properly supervised.
  7. Attends and participates in a variety of community meetings, regional and state conferences, meetings and/or committees to promote the district's activities program and keep informed of developments and trends impacting activities programs and plans
  8. Performs other duties of a comparable level or type, as required.
    - Keeps abreast of changing developments, trends, and technologies within the field.
    - Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of responsibility
    - Participates in staff development and professional development activities.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:</b>			
	<b>Titles of Positions Directly Supervised</b>		<b># of Employees</b>
1	Head Coaches and Assistant Coaches		63
2	Advisors		33
3	Administrative Assistant		1
<b>TOTAL</b>			<b>97</b>
<b>INDIRECT SUPERVISION:</b>			
<b>Number of employees indirectly supervised:</b> Game workers, trainers			<b>Total:</b>
<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b>	
less than high school diploma		<b>Type of degree: (B.S., M.A., etc.)</b>	
High school diploma or GED.		Bachelor's Degree	
1 year college		<b>Major field of study or degree emphasis:</b>	
3 years college	x	Physical Education, Sports Administration, Coaching or closely related field	
	2 years college		
	4 years college		
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
2nd year graduate level		<ul style="list-style-type: none"> <li>• MN State High School League eligibility rules, rules and policies. School policies and academic eligibility requirements.</li> <li>• Local and state rules, regulations or laws pertinent to athletics, safety/health, and events.</li> <li>• District procedures and policies governing procurement, student discipline, risk management, and contracting procedures for outside personnel.</li> <li>• Management theories, principles and techniques.</li> <li>• Coaching principles, fundamentals, and best practices.</li> <li>• Athletic administration principles, practices and procedures.</li> </ul>	



**Required Work Experience in Addition to Formal Education/Training:**

Requires a minimum of three years coaching and supervisory experiences.

**LICENSE/  
CERTIFICATION****Identify licenses/certification required:**

Valid MN driver's license.

**ESSENTIAL SKILLS  
REQUIRED TO  
PERFORM THE  
WORK****Skilled in:**

- Supervising, delegating and monitoring the performance and activities of coaches and activity advisors.
- Organizing and scheduling of athletic, activities, and event personnel.
- Monitoring and formulating procedures to assure all co-curricular events and programs meet state and federal laws, rules and requirements.
- Conducting public relation and fundraising activities including promotion of programs, meeting with citizens, resolving conflicts and in making presentations.
- Planning, monitoring and implementing program budgets.
- Developing and implement athletic and activity programs consistent with the philosophy of the district and to assure a proper balance between athletic and co-curricular needs of all students and the community.
- Administering programs consistent with the rules and by-laws of the MN State High School League.
- Developing, motivating, and fostering collaborative relationships both inside and outside the organization.
- Ability to deal effectively and appropriately with parents, students, staff, administrators, community groups, and coaching personnel.
- Conflict resolution.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			x		Up to 10 lbs				x
Walk			x		Up to 25 lbs	x	x		
Sit			x		Up to 50 lbs	x			
Use hands to finger, handle or feel		x			Up to 100 lbs	x			
Reach with hands and arms		x			Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell	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 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Majority of time is spent walking and/or standing.

**HAZARDOUS WORKING  
CONDITIONS****Unusual or hazardous working conditions related to performance of duties:**

Duties are generally performed in a typical school/office setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

**SECTION IV: DISTRICT MISSION AND CORE VALUES**

<p><b>OUR MISSION</b></p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p><b>CORE VALUES</b></p>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<p><b>MISSION OUTCOMES</b></p>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<p><b>STRATEGIES</b></p>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<p><b>STRATEGIC DELIMITERS</b></p>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

**SECTION V: CLASSIFICATION HISTORY AND APPROVAL**

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

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**Department Head's Signature**
**Date**

**Classification History:**  
 Created classification description 5/2016 BCC

