



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Activities Director	Department: Teaching & Instruction
Immediate Supervisor's Position Title: High School Principal	FLSA Status: Exempt
Job Summary: Under the direction of the High School Principal and the guidance of the Superintendent, 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 programs, activities, practices, contests and tournaments; establishing the activities calendar; hiring, supervising, and evaluating the performance of coaches, directors, and activities staff on an ongoing, regular basis; 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.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organizes and supervises all co-curricular and extra-curricular programs, activities, practices and tournaments for grades 7-12.
 - a) Plans for and schedules events.
 - b) Performs all supervisory duties at extra-curricular activities unless assigned to other personnel.
 - c) Makes arrangements for facilities, transportation needs and maintenance needs for events/activities.
 - d) Coordinates and hires event officials and schedules ticket takers and event workers.
 - e) Provides instruction and interpretation of rules and procedures.
 - f) Mediates and/or intervenes in coach/director, parent and student problems.
 - g) Monitors and assists in making arrangements for banquets.
 - h) Coordinates events and activities assuring MN State High School League rules, policies and guidelines are followed.
 - i) Develops and oversees maintenance of recordkeeping system including activities inventories, statistics, and student eligibility and awards.
- 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 directors. Evaluates activities programs and collaborates and works with administration in dealing with fiscal matters involving the addition, deletion and/or elimination of activity programs.
- Hires, supervises, evaluates, and coordinates the activities of all activities staff including coaches, directors, secretaries, and contest personnel on an ongoing, regular basis.
 - a) Conducts evaluations of coaches, directors and secretaries.
 - b) Determines employee renewal and/or improvement plans.
 - c) Recruits, interviews and recommends the hiring of all coaches, directors and activities staff.
- Responsible for coordinating all booster club activities and reviewing all program fundraising activities.
 - a) Authorizes all expenditures of school-based activities fundraising dollars.
 - b) Collaborates with booster clubs and other outside agencies regarding expenditures of their fundraising dollars.
 - c) Maintains the activities portion of the district website.

- 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.
- Develops and coordinates public relation, public information and fundraising activities.
 - a) Coordinates the selling of advertisements for activities programs and events.
 - b) Organizes and coordinates the printing of activities calendar, contest rosters and information materials for activities and parents.
 - c) Collaborates with coaches and directors in promoting and communicating media information related to their programs.
 - d) Reports scores to the media and special events.
 - e) Collaborates and works closely with booster clubs, district joint powers efforts, city council personnel and district personnel in promoting and coordinating activity programs and initiatives.
 - f) Performs long-range planning for district activities including providing informational presentations and coordinating the involvement of key stakeholders.
- Performs other duties of a comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge.
 - b) Attends training sessions, conferences, seminars, district and departmental meetings.
 - c) Keeps abreast of changing developments, trends, instructional and educational technologies.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma	Master's Degree	
	High school diploma or GED.		Major field of study or degree emphasis: Education, Educational Leadership, Athletics and Activities Administration, and/or other relevant subject area(s).
	1 year college	2 years college	
	3 years college	4 years college	
	Bachelor's Degree		
x	Master's Degree		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Teaching principles, practices, techniques and approaches.

Doctorate level	<ul style="list-style-type: none"> • MN State High School League eligibility rules, rules and policies. • Local and state rules, regulations or laws pertinent to athletics, safety/health, and events. • District procedures and policies governing procurement, student discipline, risk management, and contracting procedures for outside personnel. • Management theories, principles and techniques. • Athletic administration principles, practices and procedures.
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EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

Required Work Experience in Addition to Formal Education/Training:
Minimum of three (3) years coaching and supervisory experience.

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Licensed teacher in the State of Minnesota required. Administrative license preferred.
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • 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. • 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.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	Coaches/directors	75
2	Secretarial staff	1.5
TOTAL		76.5

INDIRECT SUPERVISION:

Number of employees indirectly supervised: Volunteers, event personnel, and game officials.	Total: 100
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<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to disagreeable conditions involving human/student/parental contact. Duties also involve working irregular or evening hours due to events, contests or other functions.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl	x			
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	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 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.