



**JOB DESCRIPTION**

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
D	6	1	

JOB TITLE	CONTRACT REFERENCE
Activities Director/ Assistant to the Principal	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
High School Principal and Superintendent	July 2011

**JOB SUMMARY**

Serve as activities director (athletics, fine arts, and clubs) in accordance with district philosophy, policies, educational goals and practices and within existing Minnesota Statutes; serve as assistant to the high school principal in administrative responsibilities.

**TASK NO.**

The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Coordinate and manage the Grades 7-12 activities and athletic programs: <ul style="list-style-type: none"> <li>a) Establish a link between the activities programs and high school/district programming</li> <li>b) Plan and implement annual program plans and recruiting/hiring/supervision of coaches</li> <li>c) Analyze program data and prepare required reports</li> <li>d) Oversee Minnesota State High School League rules and procedures including eligibility, rules, and enforcement</li> <li>e) Oversee NCAA clearinghouse</li> <li>f) Implement sports and activities event procedures</li> <li>g) Evaluate school and district programs and recommend changes</li> <li>h) Organize and oversee supervision of activities and serve with other administrators and deans in supervision</li> <li>i) Conduct annual athletics/activities surveys of programs</li> <li>j) Maintain effective communication with coaches, students, parents, and community, including preparation of activities handbook</li> <li>k) Submit information for media and district publications</li> <li>l) Develop athletic and activities budgets, and monitor revenues and expenditures</li> <li>m) Oversee student transportation services for activities program</li> <li>n) Conduct regular meetings of coaches and advisors to communicate policies and procedures</li> <li>o) Oversee the organization and scheduling of concessions including securing</li> </ul>		

**JOB TITLE**

Activities Director/Assistant to the Principal

– Page 2

**CONTRACT REFERENCE**

Individual Contract

	event workers, inventory, and coordinate with outside groups using concession facilities. p) Coordinate with high school principal and custodians the use of facilities for practices and contests		
2.	<ul style="list-style-type: none"> <li>Lead and/or assist in the development other academic programs such as Advanced Placement Programs , Project Lead the Way, IBO Diploma Programme, and academic interventions</li> </ul>		
3.	<ul style="list-style-type: none"> <li>Assist High School Principal with teacher and staff evaluation process</li> </ul>		
4.	<ul style="list-style-type: none"> <li>Manage building keys and pass cards for activity department</li> </ul>		
5.	<ul style="list-style-type: none"> <li>Assist in coordinating with community education programs which are related to athletics and recreation and youth development</li> </ul>		
6.	<ul style="list-style-type: none"> <li>Oversee the auditorium including scheduling, supervision, and equipment</li> </ul>		
7.	<ul style="list-style-type: none"> <li>Serve as the school level Title IX officer, ensuring gender equity and compliance with state and federal guidelines</li> </ul>		
8.	<ul style="list-style-type: none"> <li>Assist with the daily operation and student learning of Fridley High School</li> </ul>		
9.	<ul style="list-style-type: none"> <li>Maintain a system of communication with parents, staff and students and keep Principal and Superintendent informed of activities and events in the school.</li> </ul>		
10.	<ul style="list-style-type: none"> <li>Support and serve as backup to high school administrative team as needed</li> </ul>		
11.	<ul style="list-style-type: none"> <li>Assist principal with the interview process for new staff.</li> </ul>		
12.	<ul style="list-style-type: none"> <li>Perform other duties as assigned.</li> </ul>		

**QUALIFICATIONS**

- Administrative Certification/Licensure; demonstrated leadership experience; teaching, coaching, and/or advising experience preferred
- Administrative Certification/Licensure

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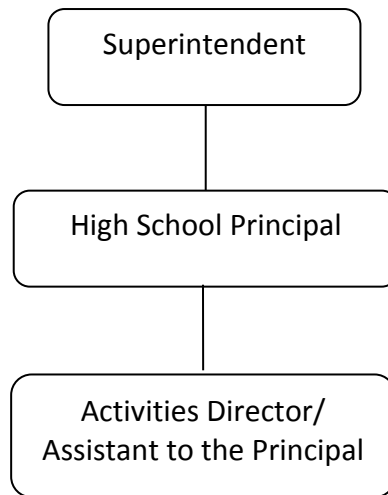
**JOB TITLE**

Activities Director/Assistant to the Principal

– Page 3

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.