

**BEMIDJI AREA SCHOOLS  
POSITION JOB DESCRIPTION**

ORIGINATION DATE 6-15-92

LAST REVISION DATE 11-15-89

BAND & GRADE D-7-2-18

POSITION TITLE High School Coordinator of Activities

IMMEDIATE SUPERVISOR High School Principal

Job Summary (Basic Purpose of Position)

To provide leadership to promote the best possible co-curricular program and to motivate coaches and advisors to give the best possible instruction to students. To provide leadership to give the staff the programs, schedules, equipment and support that enables them to meet their goals.

SUPERVISOR

EMPLOYEE

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<b>1.00 PROGRAM AND STAFF</b> 1.01 Writes job descriptions for all positions. 1.02 Motivates, encourages and plans staff development activities 1.03 Promotes continuous improvement in all programs and activities. 1.04 Establishes and communicates direct philosophy to all coaches and advisors. 1.05 Insures that programs are adhering to district policies. 1.06 Evaluates office and coaching staff. 1.07 Administers staff discipline for all extra curricular personnel. 1.08 Plans and conducts in-service for all staff. 1.09 Organizes an activities committee. 1.10 Writes and updates activities manual. 1.11 Implements all related SBR's and Administrative Procedures.	C	50		<b>KNOWLEDGE OF:</b> 1. Title VI & IX 2. MSHSL rules and regulations 3. School policies (SBRs) 4. Extra curricular programs 5. District record-keeping procedures 6. District safety procedures 7. Sports equipment 8. Accounting procedure  <b>ABILITY TO:</b> 1. Coordinate 2. Plan 3. Communicate 4. Delegate 5. Allocate 6. Organize 7. Control 8. Direct 9. Motivate 10. Build consensus 11. Select quality staff 12. Enforce rules 13. Manage 14. Evaluate 15. Relates with staff, students, parents and other district patrons	1.01 Up-to-date descriptions are on file in the Personnel Office for all extra curricular positions. 1.02 Staff development activities are conducted annually. 1.03 Established programs were completed to the satisfaction of the director. 1.04 Sound educational goals were promoted. 1.05 School district policies were followed. 1.06 Staff evaluations were completed annually and are on file in the Personnel Office. 1.07 Staff discipline and procedures are administered according to prescribed procedures.
<b>2.00 STUDENT ELIGIBILITY</b> 2.01 Writes and distributes appropriate information to student, staff and parents regarding: A. Physicals for athletic competition.	C5  C	Q 10			2.01 Evidence on file that:  A. All physical exam requirements have been met and records are up-to-date.

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<p><b>B. MSHSL and District #31 eligibility rules explained and understood including:</b></p> <ol style="list-style-type: none"> <li>1. scholastic</li> <li>2. alcohol, tobacco and other drugs</li> <li>3. social</li> </ol>	C			<p><b>SKILLS OF:</b></p> <ol style="list-style-type: none"> <li>1. Interogations</li> <li>2. Counseling</li> <li>3. Fund raising</li> <li>4. Interpersonal relations</li> </ol>	<p><b>B. Eligibility standards were published and understood, all eligibility records were complete and filed, all staff members were informed; all enforcement cases were documented and disciplinary referrals were acted upon.</b></p>
2.02 Mediates staff/student conflicts.	C				2.02 Staff/student conflicts were resolved to the benefit of all parties.
2.03 Promotes organizational democracy.	C				2.03 Students were treated fairly in all extra curricular programs.
2.04 Follows regulations under Title VI Civil Rights Act of 1964.	D				2.04 Title VI regulations with respect to student selection and participation are followed.
2.05 Develops and administers student discipline for extra curricular activities.	D				2.05 All procedures for student discipline were administered according to district guidelines.
3.00 <b>SCHOOLEVENTS</b>		20			
3.01 Develop schedules for all interscholastic competition.	B	A			3.01 Schedules have been completed in a timely manner.
3.02 Establishes and maintains a school master calendar.	B				3.02 Master school calendar was properly maintained.
3.03 Hire certified officials for interscholastic competition.	A	Q			3.03 Officials have been contracted for in a timely manner.
3.04 Obtain support personnel (timer, scorers, etc.) when needed.	A	Q			3.04 Support personnel were hired.
3.05 Request transportation for teams that travel.	A	W			3.05 Transportation has been requested in a timely manner.
3.06 Arrange for meals for teams.	A	Q			3.06 Meals have been arranged.
3.07 Set time schedule for practices and contests.	A	Q			3.07 Time schedules were observed.
3.08 Monitor and advise on tournament formats.	C	Q			3.08 Tournaments were organized.
3.09 Arrange for facilities for practices and contests.	A	W			3.09 Facilities were reserved.
3.10 Monitor the printing of programs to be used at events.	A	W			3.10 Programs were printed.
3.11 Arrange for radio broadcasts to take place.	A	M			3.11 Radio broadcasts were organized.
3.12 Conduct an annual banquet for athletics and one for arts.	C	A			3.12 Banquets were held.
4.00 <b>BUDGETS AND REVENUES</b>		10			
4.01 Implement and supervise budgets for programs that include salaries, transportation, operating and equipment, support personnel, food and administrative costs.	D	D			4.01 Budgets have been established for all categories and all expenditures were recorded.
4.02 Collects revenues from various events.	B	W			4.02 Revenues have been received, deposited and recorded according to district guidelines.

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5.00 ASSIGNMENTS OF DISTRICT FACILITIES		5			
5.01 Coordinates assignment of buildings, equipment and services to BSU, City Rec. and other nonschool groups.	B	D			5.01 Building assignments were made, records were kept, and all charges were made and billed.
5.02 Schedules the use of all gyms, swimming pools, auditoriums, Nymore Arena and outside athletic areas.	A				5.02 Schedules were made and equipment was provided.
5.03 Administers Nymore Arena.	B				5.03 Administration of the arena was conducted within guidelines established.
6.00 EFFECTIVE COMMUNICATIONS AND PUBLIC RELATIONS		5			
6.01 Promotes positive messages to the general public concerning extra curricular programs.	C				6.01 Media was well informed and personal contacts were made.
6.02 Listens to patron's concerns.	C				6.02 Patron's concerns were addressed in an appropriate manner.
6.03 Encourages input from coaches and recognizes their achievements.	C				6.03 There was good rapport with the staff.
6.04 Monitors fan's moods and the general public.	C				6.04 Encourages public input.
6.05 Establishes communication with the administration.	B	D			6.05 Administration was informed about extra curricular activities.
6.06 Serves on local, regional and state professional committees.	A				6.06 Professional obligations were met.
7.00 STUDENT ACTIVITY ACCOUNTS					
7.01 Develop a plan for relevant co-curricular fund raising activities.	D				
7.02 Oversees the student activity accounts.	B				7.02 Student activity account ledgers are maintained within district guidelines and according to district policies.
7.03 Supervise High School fund raising.	B				7.03 All fund raising policies and procedures were followed within established guidelines.
7.04 Provide for the profiting school funds.	B				7.04 Funds were accounted for according to school district policies and procedures.
8.0 OTHER DUTIES ASSIGNED					