

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 3/21/2019



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
This action request pertains to Elementary (only) High School/District Wide

Date: 3/18/19

To: **Corrina Guardipee Hall**
 Superintendent

From: John E Salois
 Title: Human Resources Director

Subject: **Create Student Activities Coordinator position,**

Description: The administration is recommending the creation of an Activities Coordinator position for the 2019-2020 Academic Year. The position will be a certified position to ensure support and supervision of all student activities excluding athletics, band, and choir.

Financial Impact: (DOE) Base Salary for 2019-2020 is \$51,633+benefits \$4,131+insurance \$12,384=\$68,148

Funding Source (Budget/grant, etc.): Salaries, plus benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

Attachment(s): See attached Job Announcement

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Browning Public Schools
POSITION DESCRIPTION
Effective _____

STUDENT ACTIVITIES COORDINATOR

Under general direction of the Director of Student Activities, coordinate and participate in a variety of complex and responsible administrative activities related to the Student Activities Program. Coordinate and lead day to day program office activities, as well as perform research, assist with reports and monitor budgets. Exercise good judgment in the application and follow through of supervisor's directions, provide information on district policies, procedures, standards and requirements, and establish and maintain good public relations with staff, students and the community at large.

Essential Duties and Responsibilities

1. Lead the development, implementation, coordination, and evaluation of the day-to-day operations of the Student Activities Program services and procedures.
2. Process administrative details not requiring the immediate attention of the supervisor; perform a variety of paraprofessional and administrative duties in support of the Student Activities Program.
3. Provide support to students, faculty, staff and the community in planning and coordinating various student activities and functions. Communicate with internal district schools/departments and services regarding assistance with meetings, programs or events.
4. Evaluate needs and implement clubs/activities, including recruitment of club/activity sponsors.
5. Prepare annual list of club/activity goals and sponsors for Board Approval.
6. Maintain list of club/activity sponsors and stipends.
7. Attend and supervise student sponsored activities at Browning Public Schools and off-campus locations. Attend and lead sponsored workshops, and other events as assigned. Facilitate, promote, and assist with student recognition/award presentation events. Provide logistical support for activities. Review and approve club activity requests and contracts.
8. Develop, prepare, and edit a variety of documents, forms and operational procedures for the Student Activities Office, which may also include, but is not limited to; statistical reports, brochures, pamphlets, flyers, newsletters, agendas, manuals, event programs, invitations, and posters. Coordinate the dissemination and posting of publications related to student clubs, activities, and affairs to students, staff and the community.
9. Coordinate and administer, a calendar of district events with student leaders that provides a welcoming campus environment and supports student retention, and the successful achievement of academic and career goals. Assist in planning, developing, promoting, and evaluating programs and services that are focused on providing the diverse student body with opportunities for personal growth, community building, and leadership development.
10. Compile and analyze data related to student participation and program evaluation; establish and assess measurable program goals, participate in program review and establishing annual action plans and objectives in assigned areas of responsibility; maintain reports, surveys and other records.
11. Administer and carry out rules, regulations and procedures, and policies pertaining to student activities, including student rights and responsibilities, handbook rules, student government, campus events, and other student activities and programs.

12. Serve as a liaison with district/school administration, academic personnel, and students as well as community and Tribal agencies, organizations, professionals, vendors, and other school districts to maintain up-to-date resource data. Develop a wide variety of community contacts for resources.
 1. Participate in the development of marketing strategies to promote district/school activities and services to maximize student involvement.
 2. Recommend student activities policies and procedures to the Director of Student Activities and implement as directed.
 3. In consultation with the District Business Office monitor budgets, maintain a variety of records regarding student clubs and event budgets, maintain accurate budget balances, records, statements and accounts; prepare reports as needed or requested; review and audit financial transactions made by student organizations. Approve student requisitions and purchase orders. Responsible for depositing revenues collected for any clubs and/or activities on a daily basis at the Business Office.
 4. Maintain appropriate contact with existing club/class/student government advisors; promote the creation and development of new clubs and identification of new club advisors among existing District personnel; develop and offer orientation meetings for new club members and advisors. Update and maintain student advisor handbook as required.
 5. Serve on District committees as assigned.
 6. Maintain an inventory of all equipment purchased by student clubs.

Other Duties:

1. Assist with the planning and organization of the graduation ceremony
2. Organize, coordinate and oversee Ee Kah Kii Maht Program (summer program, summer weight lifting program, and open gym).
3. Organize, coordinate and oversee District Summer Academic camps and activities
4. Coordinate School Dances
5. Assist with Organization and coordination of: Lights on After School, New Year's Eve trip, After Graduation Activities, District Pow-Wow, and District Cultural Day activities.
6. Coordinate Homecoming Parade
7. Assist with coordination of Native American Week activities
8. Other Duties as assigned

Organizational Relationships

Supervised by and reports to Director of Student Activities. Supervises club/activity sponsors.

Qualifications

- Minimum of Bachelor's degree from an accredited college or university
- Valid Montana Driver's License
- Demonstrated ability to plan, schedule, administer and manage various ongoing activities
- Ability to control and administer club/activity/program finances including budgeting.
- Excellent communication, problem solving, and organization skills.
- Proven ability to be self-directed, integrate as part of a team, and to work with others.
- Good Public Relations skills.
- Working ability with technology and MS Office programs, spreadsheet and/or database programs as needed to fulfill the requirements of the job;
- Willingness to travel and work long hours including weekends and evenings.
- Good Work Habits.

- Knowledge of:
 - school activity programs;
 - community and volunteer resources;
 - instructor/advisor relationships;
 - community organizations
 - marketing and promotion of campus programs;
 - basic principles of bookkeeping and inventory control
 - focusing on characteristics and needs of students with diverse backgrounds

WORK ENVIRONMENT

Light to moderate physical effort; sitting for extended periods of time; occasional standing or walking; stoop, bend, kneel, crouch, reach, and twist; lift, carry push and pull; lifting and moving of equipment, supplies, and/or tables of up to 50 pounds. Indoor work environment with frequent interruptions. Occasional outdoor environment to set up and attend events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be assigned.

Board Approval Date: / /