

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: August 9, 2022



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**Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignations                       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

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**Date:**     August 2, 2022

**To:**         Board of Trustees

**From:**     Corrina Guardipee-Hall  
**Title:**       Superintendent of Schools

**Subject: Job Description Change: Director of Student Activities 2022-2023**

**Description:** The Director of Student Activities will be changed to Coordinator of Student Activities to plan, organize and oversee activities of the 21<sup>st</sup> Century and EeKahKiiMaht Afterschool Program.

**Financial Impact:**   N/A

**Attachment(s):**   Job Description

**Superintendent Action:**    Approved    Denied    Deferred     Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)    Approved    Denied    Tabled: \_\_\_\_\_

**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: August 9, 2022

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Director of Student Activities

**Coordinator of Student Activities**

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**Summary of Functions**

Provides each enrolled student, Grades 2 through 12, an opportunity to participate in activities that foster physical skills, a sense of worth, self-esteem and competence, a knowledge and understanding of a variety of activities, and the principles of fair play. Provides for a fun and safe environment that supplements the educational goals of the schools. Plans, organizes and oversees activities of the 21<sup>st</sup> Century and Ee Kah Kii Maht Afterschool Programs.

**Essential Duties and Responsibilities**

- 1) **Program Management** – Administers the overall program of student activities. Develops and conducts special programs to meet the needs of individuals or groups with disabilities, impairments, or who require assistance to participate in the Program.
- 2) **Tutoring**: Oversees afterschool tutoring program to include hiring and supervision of tutors.
- 3) **Administration** – Develops budget, procurement and personnel needs based upon program plans and the number of student participation. Orders materials as needed and makes recommendations of supplies and equipment for purchase. Manages recreational activities including selection and hiring of staff, training staff, and supervising staff, obtaining chaperones, compiling information, preparing building use requests and preparing and presenting reports
- 4) **Literacy and Activities** – Promotes and supports extracurricular activities, and Family Literacy Nights, including; music, choir, and band. **Activities** – Schedules, organizes, and administers a series of regularly scheduled, ongoing. Ex: intramural athletics, activities utilizing school playgrounds, gymnasiums, and other recreational.
- 5) Facilities during non-school hours.
- 6) **Supervision** – Plans, assigns and inspects work of subordinates. Determines staffing needs, aligns functional work areas and assigns responsibilities. Participates in the selection of new employees; appraises counsels and advises subordinates; resolves grievances. Recommends all personnel actions to the Superintendent.
- 5) **Scheduling** and oversees 21<sup>st</sup> Century Learning Program, Ee-kah-ki-maht Activities, Organizes and schedules all activities. Works with staff to schedule activities such as “Lights on Afterschool”, Clubs – district wide, dances at BMS and BHS, New Year’s Eve Event, Prom, After Prom, “Red Ribbon Week”. Works with building administrators and staff to coordinate district activities.
- 7) **Public Relations** – Fosters good school-community relations by keeping the community aware of, and responsive to the activities program. Serves as liaison to the Parents’ Advisory Committee, the school principals, and the administration. Works to resolve conflicts that may develop within the department.

- 8) Equipment – Maintains an inventory of program supplies and equipment. Make recommendations regarding existing and prospective materials. Orders additional supplies as needed.
- 9) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

### **Organizational Relationships**

Supervised by and reports to the superintendent or his or her designee(s).

### **Qualifications**

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Valid Montana Driver's License
- Demonstrated ability to plan, schedule, administer, and manage various ongoing programs
- Ability to control and administer program finances including budgeting and reporting
- 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 desktop computers, preferably Microsoft Word and Excel
- Willingness to work long hours, evenings and weekends
- Good work habits

**Desirable Qualifications** – Previous successful experience as a Grant coordinator, school administrator or teacher.

**Work Environment** – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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 American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.