

**St. Michael-Albertville Public Schools  
JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>DEPARTMENT/SECTION</b>	<b>SUPERVISOR</b>
Middle School Dean of Students and Activities	Administration	Principal

**JOB SUMMARY:**

Responsible for the development and implementation of a successful middle school activities program, including budgeting, hiring, communication with coaches, advisors, parents, students, booster groups and other community stakeholders. Assist administration with discipline and supervision, attend and support district initiatives that create a safe and engaging learning environment, as well as increase student achievement.

**QUALIFICATIONS:**

Experience in school activity, community education or community recreational programs; evidence of leadership in proving high quality youth programs; must possess strong organizational skills, written and verbal communication skills, and have ability to work with diverse groups of people; administrative licensure preferred.

<b>TASK NO.</b>	<b>DESCRIPTION</b>	<b>FREQUENCY</b>
	<b>WORK YEAR:</b> 186 days plus 7 additional days	

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| 1 | Lead and supervise the development, implementation, coordination and evaluation of a balanced activities program, and plan and initiate changes as appropriate.   | 30% |
| 2 | Assist with student behavior management and discipline, student behavior concerns, using positive behavior supports, and addressing behavior issues. Communicate with parents regarding student behavior.   | 15% |
| 3 | Lead and supervise cafeteria, playground, detentions, suspensions and other activities as assigned.   | 15% |
| 4 | Recruit, hire, recommend, assign, train, supervise, and evaluate coaches and activity advisors, and plan and initiate changes as appropriate.   | 10% |
| 5 | Promote interest in participation of middle school activities.  | 5%  |
| 6 | Develop and maintain positive public relations with school staff and the general public through conducting eligibility meetings for each sporting activity, periodic coaches and advisors meetings, and attending School Board meetings as requested. | 5%  |
| 7 | Monitor academic progress of every middle school athlete and communicate all cases of academic ineligibility to parents and student-athletes.   | 5%  |

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8	Collaborate with building administration and other Deans and Activity Directors to ensure positive, proactive planning and development of activities.	2%
9	Support building interventions such as before- and after-school programs, Targeted Services as assigned that result in positive behavior, and increased student achievement.	2%
10	Lead committees and teams, serve as grade level or department liaisons, participate in building and district initiatives and provide staff development as assigned providing leadership to meet school and district strategic plans and improvement plans.	2%
11	Develop a handbook describing duties and responsibility of coaches, advisors, students and parents. Include the process for evaluation of staff, ways to promote co-curricular students.	2%
12	Assist other administrators and directors in administering the procedures, policies, and directives of the District and the MSHSL.	2%
13	Communicate with and engage parents to resolve student academic and behavior issues and become actively involved in the education experience.	2%
14	Attend meetings, workshops, and training sessions as directed.	1%
15	Update middle school activities announcement websites daily and post all schedules and activity information.	1%
16	Perform other related duties as assigned.	1%