

# The Administrator's Role in Student Activities

Presenter:

Jennifer Duston

**Principal**

Academy of Technology & Leadership At Saticoy

**Before I was an Administrator/Activities Director I thought...**

**Now I think...**

# Activities Directors are...

- Committed
- Creative
- Think outside of the box
- Go above and beyond
- Believe the best in everyone
- Fun
- Caring
- Connected
- Underpaid
- A little cray cray

# The life of an administrator...decision making

- Safety
- Laws
- Impact on students
- Impact on education
- Community Relations
- Budget
- Facilities

# Find ways to say YES

- Choose your battles
- Be flexible
- Put yourselves in their shoes
- Trust them
- They represent the kids!

# Be Transparent

- If you want to say yes but can't, say so
- Be genuine
- Explain yourself

# Lead By Example

- *Stating the obvious here:* As administrators, it is our job to expect excellence. If excellence is the expectation and is supported, students and staffulty will rise to the challenge.
- *WE SET THE TONE.*
  - *If we go above and beyond they will.*
- Move from Good to Great

*Excellence is not a skill.  
It is an attitude*

*- Ralph Marston*

# Support, Support, Support

- Clear the path
- Offer to stay late
- Offer to clean up
- Give them flex time when possible
- Fill their bucket
- Build a relationship
- Learn their language
- How can I help?
- Is there anything I can do to help this run smoother?
- Just be present
- Trainings and conferences
- Networking opportunities





# Educate yourself

- Laws
- Finance
- Insurance
- Risk Management
- Board of Ed
  - Policies, members, etc.
- Constantly ask yourself..."What is the worst that can happen"
  - Then brainstorm with your activities director how to approach it proactively so that never occurs
- If you don't know something ASK...don't make an assumption

# Be Transparent

- If you want to say yes but can't, say so
- Be genuine
- Explain yourself

# Build a system

- Make it a formal part of your SARC and Safety Plan in some way
  - This will allow you to designate \$\$ to specific components
- Dedicate staff meeting time
- Reinforce staff participation

# Images...what do they say about you as a school?

- Your images speak to what is important to you. Showing without telling.
- Anything you can SEE that reinforces your message of teaching and learning



# Celebrations & Traditions...what do they say about you as a school?

- Out of school events
- In school events
- Community Events
- Alumni Events
- Ex. Culture, Academics, Leadership
  - Build the calendar around it