The Administrator's Role in Student Activities

Presenter:

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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 staff 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