

# MAĤPÍYA LÚTA OWÁYAWA

## RED CLOUD SCHOOLS

Our Lady of Lourdes, Red Cloud Elementary,  
Red Cloud Middle School and Red Cloud High School  
Office of the Superintendent

**Position: HS School Activities Coordinator**

**High School Building Principal**

**Status: Full-Time**

**Classification: Exempt**

**Approved by: Superintendent**

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### **Vision**

To be a Thriving and Renowned Community of Learners Grounded in Lakḥóta and Catholic Beliefs, Values, and Practices

### **Mission**

To promote a thriving community of learners grounded in Lakḥóta and Catholic Beliefs, Values, and practices that cultivate our capacity to love and serve in a diverse and rapidly changing world.

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### **Position Summary**

The High School Activities Coordinator/Testing Coordinator/Instructional Support staff member supports the academic, extracurricular, and operational success of the high school by leading student activities, coordinating schoolwide assessments, and providing classroom support through substitute teaching as needed. This position promotes student engagement, strengthens school culture, and ensures smooth implementation of programs that support student achievement and school operations.

### **Essential Duties and Responsibilities**

#### **Student Activities Coordination**

- Coordinate and oversee high school student activities, events, and extracurricular programming.
- Support planning and implementation of dances, assemblies, student leadership events, service activities, and school traditions.
- Head the planning, fundraising and organization of the senior trip.
- Work collaboratively with student organizations, advisors, coaches, and staff to promote student involvement.
- Maintain activity calendars and coordinate logistics, scheduling, supervision, and event communication.
- Support student leadership development and positive school culture initiatives.
- Assist with supervision at student events, including some evenings or weekends as needed.
- Ensure activities align with the school's mission, policies, and student conduct expectations.

#### **Testing Coordination**

- Serve as school coordinator for local, state, and national assessments.
- Organize testing schedules, materials, accommodations, rosters, and testing environments.
- Ensure compliance with testing protocols, security requirements, and reporting timelines.
- Train and support staff involved in test administration.
- Coordinate communication with students, families, faculty, and administration regarding testing schedules and expectations.
- Maintain accurate testing records and support analysis/reporting of assessment data as requested.

#### **Instructional Support / Substitute Coverage**

- Provide substitute teaching coverage as needed to support continuity of instruction.
- Implement lesson plans and maintain effective classroom management in the absence of the classroom teacher.
- Support supervision and instructional needs during staff absences or coverage gaps.
- Assist administration in responding flexibly to staffing or operational needs.

**General Responsibilities**

- Support school-wide events, committees, and initiatives as assigned.
- Maintain effective communication and collaborative relationships with students, staff, and families.
- Uphold confidentiality and professional standards.
- Perform other duties as assigned by the Principal.

**Qualifications**

- Experience working in schools, student activities, assessment coordination, or related educational roles preferred.
- Strong organizational and project management skills.
- Ability to manage multiple priorities and meet deadlines.
- Strong interpersonal and communication skills.
- Ability to work collaboratively and flexibly in a dynamic school environment.
- Commitment to the mission and values of the school.

**Knowledge, Skills, and Abilities**

- Knowledge of student programming and school operations.
- Familiarity with standardized testing procedures and data management.
- Classroom management and instructional support skills.
- Ability to supervise students effectively and foster positive relationships.
- Strong attention to detail, initiative, and problem-solving skills.

**Physical Demands / Work Environment**

- Regular standing, walking, and movement throughout campus.
- Occasional evening/weekend responsibilities for activities and events.
- Ability to lift and move materials related to events or testing as needed.

**Requirements:**

- Possession or pursuit of a four-year degree
  - Preferably in Education or leadership

Signature: \_\_\_\_\_ Date \_\_\_\_\_