Title: Activity Director (Non-Athletic)
Position Type: Stipend

The Activity Director is responsible for coordinating, overseeing, and supporting all non-athletic extracurricular activities, clubs, student organizations, fundraisers, and designated school-wide events. This position ensures that student activities operate within school and district policies while promoting positive student engagement and leadership.

The Activity Director reports to the Principal or Assistant Principal.

Primary Responsibilities

- Serve as the primary point of contact for all non-athletic student organizations and activities
- Review, approve, and oversee activity and event requests in accordance with school and district policies
- Maintain and manage a comprehensive activities and events calendar
- Support and communicate regularly with club advisors and student leaders
- Assist with the coordination of event logistics, including space usage, supervision, and scheduling
- Ensure compliance with safety, supervision, and financial guidelines for activities and fundraisers
- Develop and maintain clear procedures, forms, and documentation related to student activities
- Mediate and resolve conflicts between student groups related to scheduling, facilities, or event planning
- Collaborate with administration, guidance, and support staff to promote equitable access to extracurricular opportunities
- Provide guidance to student groups regarding appropriate conduct, planning, and school expectations
- Serve as the authorized Activity Director signature on required forms and approvals

Qualifications:

- Experience working with high school students and student organizations
- Strong organizational and communication skills
- Knowledge of school policies and procedures related to student activities and events
- Ability to manage multiple activities and deadlines effectively
- Ability to work collaboratively with students, staff, parents, and community partners

Compensation:

Annual Stipend: $1,500

Title: AP Coordinator
Position Type: Stipend

The AP Coordinator is responsible for coordinating and administering the school's Advanced Placement (AP) program and AP examinations in accordance with College Board policies and national testing schedules. This position ensures that all aspects of the AP testing process are organized, secure, and compliant, while providing support to students and AP teachers.

The AP Coordinator reports to the Principal or Assistant Principal.

Primary Responsibilities

- Serve as the primary point of contact for all AP testing-related matters
- Organize and administer the full AP exam process, including registration, ordering, distribution, and return of exam materials
- Maintain the security of all AP exam materials from receipt through return
- Create and manage AP class sections in the My AP system, distribute join codes, and track student enrollments and withdrawals
- Collect student fees and submit required payments to the College Board
- Coordinate with the SSD Coordinator to ensure appropriate testing accommodations are provided
- Collaborate with the Technology Department to ensure readiness for digital testing platforms (e.g., Bluebook)
- Create exam schedules, testing rosters, and room assignments
- Recruit, coordinate, and train proctors for AP exams
- Provide guidance and support to AP teachers regarding exam procedures and requirements
- Ensure compliance with all College Board, district, and school testing policies

Qualifications:

- Experience working with high school students and academic programs
- Strong organizational and communication skills
- Ability to manage confidential materials and sensitive information
- Familiarity with College Board systems and digital testing platforms
- Ability to manage multiple deadlines and complex logistics

Compensation:

Annual Stipend: $750
(Total combined stipend for AP and PSAT Coordinators: $2,250)

Title: PSAT Coordinator
Position Type: Stipend

The PSAT Coordinator is responsible for overseeing the administration of the PSAT in accordance with College Board guidelines. This role manages pre-test preparation, test-day operations, and post-test reporting to ensure a standardized, secure, and equitable testing environment for all students.

The PSAT Coordinator reports to the Principal or Assistant Principal.

Primary Responsibilities

- Serve as the primary point of contact for PSAT testing-related matters
- Recruit, oversee, and train proctors and testing staff
- Coordinate with the Technology Department to ensure network readiness and device functionality for digital testing
- Use the College Board Test Day Toolkit to manage rosters, prepare sign-in tickets, and organize testing resources
- Collect and manage student registration information, including payment
- Work with the SSD Coordinator to ensure all accommodations are properly arranged
- Create testing schedules and assign rooms for both standard and accommodated testing
- Supervise all test-day activities to ensure a fair and standardized testing environment
- Provide clear instructions and support to proctors and students during testing
- Maintain test security and oversee student admission to testing rooms
- Submit required reports, including irregularities, to the College Board
- Manage and submit student data through College Board registration systems

Qualifications

- Experience coordinating large-scale testing or assessment programs
- Strong organizational and problem-solving skills
- Ability to communicate clearly with staff, students, and external agencies
- Familiarity with College Board testing systems
- Ability to handle confidential testing materials and student data

Compensation:

Annual Stipend: $1,500
(Total combined stipend for AP and PSAT Coordinators: $3,000)