

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Coordinator, Student Activities & Community Service

Definition:

Under general direction, to assist in the planning, development, and implementation of the policies, regulations, guidelines, and procedures pertaining to a school site student government and co-curricular club and special project advisement, including newspaper, yearbook, pep team, and various other club and special project groups; to serve as a resource concerning club and special project activities; coordinate the Community Service Program for all high school students, and to do other related functions as directed.

Examples of Duties:

- ▶ Plans, organizes, coordinates, and participates in the school site activity and co-curricular club, student government and special project programs;
- ▶ Assists the student body officers in the planning, organization, and conduct of a comprehensive student body activity program, including budget planning and expenditure control, and various student government functions and activities;
- ▶ Serves as a liaison to youth service agencies in resolving student government and student activity problems, issues and concerns;
- ▶ Assists in the site budget planning and expenditure control process pertaining to student activity programs;
- ▶ Plans, organizes, and coordinates student government, club and special activities in accordance with District policies, regulations and guidelines;
- ▶ Assists in the establishment of club and special project operational calendars and schedules, and in the election of student body officers and representatives;
- ▶ Reviews, monitors and audits fund raising activities, and establishes specific methods by which funds are accounted for and controlled;
- ▶ Reviews, monitors and audits the publications and materials prepared for distribution by student government, club and special project groups;
- ▶ Selects or assists in the selection of materials, equipment and supplies used in the student government, club and special project activities;
- ▶ Provides a variety of special interest and educational activities, which may include out-of-the-area co-curricular and student government officer and student representative tours and visitations;
- ▶ Confers with, counsels, and advises site administrators concerning student government, club and special project programs and activities;
- ▶ May make recommendations to revise, update, and incorporate creative and innovative trends into the District student government, club and special project functions and activities;
- ▶ Promote community service to all students, and assist students in determining area of service;
- ▶ Be responsible for writing, printing, and distributing a publication about community service;
- ▶ Organize assemblies and schoolwide service activities;
- ▶ Act as liaison with community groups; adhoc for special needs, set up training sessions, recruit students, assist in matching students to service needs;
- ▶ Represent Laguna Beach High School as appropriate

QUALIFICATIONS

Knowledge of:

- Principles, goals, and objectives of public education.
- Methods, techniques, procedures, and strategies concerning the development and maintenance of an effective student government, club and special project activity programs.
- Policies, regulations, and procedures pertaining to student government, clubs and special project tours and visitations..
- Student service groups and organizations within the local community and the greater metropolitan area.
- Modern trends pertaining to student government, co-curricular club and special project processes and activities.

Ability to:

- Provide specialized resource support and coordination of creative and innovative student government, co-curricular club and special project programs.
- Analyze and assess student government and co-curricular program needs, and offer recommendations pertaining to program activity revisions, additions, or deletions.
- Participate in the evaluation of the District’s student government, co-curricular club and special project programs and activities.
- Understand and carry out oral and written directions with minimal accountability controls.
- Communicate effectively in oral and written form.
- Establish and maintain effective organization, community, and public relations.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying.

Experience: Two (2) years of experience as a club or special project advisor.

Education: Equivalent to the completion of the twelfth grade. One year of paid or volunteer experience working with various age levels, preferably with experience working with volunteer organizations.

EMPLOYMENT STANDARDS

Personal Qualities:

- φIndependent worker
- φMaturity and good judgment
- φNeat and clean appearance
- φWillingness to assume a wide range of responsibilities
- φWillingness to learn new skills
- φWillingness to continuously improve
- φPleasant interpersonal skills
- φGood organizational skills
- φCommitment to professional courtesy
- φCommitment to professional responsibility
- φHigh intrinsic motivation
- φAstute attention to detail

Physical Ability to Meet the Following Requirements:

- φLight to medium work
- φWalking, running, and standing for extended periods
- φHandling and working with educational sports learning aids, materials, and objects

Operation of Vehicles, Machinery, and Equipment Requirements:

- φAbility to travel to a variety of locations within a reasonable time frame
- φAbility to operate office, multimedia, and computer equipment

Mental and Emotional Requirements:

- φAbility to understand and follow written directions.
- φAbility to provide oral information and directions.
- φAbility to concentrate to met numerous deadlines
- φAbility to establish and maintain effective working relationships with others
- φAbility to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- φAbility to exchange information
- φAbility to monitor student activities
- φAbility to learn the procedures, functions, and limitations of assigned duties.

Range 35

\$4,114 - \$4,996 per month

8 hours per day / 10.5 months per year