



Lompoc Unified School District
1301 N A Street
Lompoc, CA 93436
Phone: 805.742.3300
Fax: 805.735.8452

Title: High School Activities Director

Reports to: Site Principal

Work Year: 195 days

Employment Status: .29 FTE (two (2) periods per day)

Benefits:

Purpose of Position: The Student Activities Director works under the immediate supervision and direction of the Principal. The Student Activities Director will plan, implement, and carry out student activities to meet the needs of the student body in relation to the school and community.

Essential Functions:

- Classroom teaching which may be related to student government and student activities.
- Provide assistance in planning, scheduling, coordinating, and supervising assemblies, rallies, dances, club activities, field trips, activity buses, and graduation activities.
- Supervise the campaign, election, and appointment of class and student government officers.
- Supervise and advise the organization and operation of the student government including all records, documents, and meetings.
- Establish and maintain the school's social fundraising and activity calendar.
- Participate in monthly meetings with Principal, Vice Principal, and Athletic Director concerning student activities.
- Responsible for all financial matters; Supervise student accounts, budget, receipts, and expenditures. Approve all requisitions for expenditures from student body funds.
- Supervise the maintenance and inventory of student body owned supplies and equipment.
- Serve as a liaison between school and community for student activities.
- Meet with vendors and sales representatives for student body supplies.
- Supervise the sale of tickets, etc., during the school day for student body sponsored events.
- Arrange and maintain assembly and rally schedules. Assist in arranging for equipment, facilities, and agendas for assemblies and rallies.
- Ensure that all clubs and organizations abide by the State laws and District policies.
- Verify that all participants in activities are academically eligible to participate.
- Assist club advisors and members with the technical aspects of their obligations, i.e., budgets, constitutions, financial procedures; Offer assistance in planning their activities.
- Respond to all parent concerns and calls. Respond to all staff concerns and e-mail messages.
- Handle the sale and control of student body cards.

High School Activities Director (continued)

- Maintain activity announcements around school, i.e., bulletin board, students of the month, retreats, etc.
- Adhere to the California Education Code, Title V, and carry out Board Policies and Administrative Procedures.
- Abide by professional ethics standards established by Board Policy.
- Maintain punctuality for all prescribed functions.
- Assume the responsibility for the safety and welfare of students whenever a danger is observed on or about the campus.
- Participate cooperatively in the development of the school ASB budget.
- Provide other related duties as may be directed by the principal.

Working Conditions & Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and function of the job.

- Ability to stand and circulate for extended periods of time.
- Ability to see for purposes of reading laws and codes, rules and policies, and other printed matter and observing students.
- Ability to hear and understand speech at normal speech levels.
- Ability to bend and twist, stoop, and kneel. Ability to reach in all directions.
- Ability to communicate so others will be able to clearly understand normal conversation.
- Ability to lift up to 25 pounds.
- Ability to carry up to 25 pounds.
- Moderate to high stress levels.
- Work is predominantly in classroom environment.
- Ability to work at a desk, conference table or in meetings of various configurations.
- Climate is normal; occasional adverse weather conditions.
- Regular contact with students, teachers, school staff, district staff, parents and community members.

Licenses and Other Requirements:

- Bachelor's Degree with a valid California Teaching Credential.
- Three years of successful teaching experience, preferably with experience in junior or senior high school, with evidence of demonstrated leadership.

Qualifications:

- Three years of successful teaching experience, preferably with experience in junior or senior high school, with evidence of demonstrated leadership.

FLSA Status:

Exempt

The District reserves the right to update, revise or change this job description and related duties at any time.

Board Approved: May 22, 2018