

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Activities Director

DEPARTMENT: Comprehensive High Schools

POSITION SUMMARY:

Under the direction of the Principal, plan, organize, control and direct high school student activities; schedule and coordinate student activity programs and events on campus; serve as liaison between administrators, personnel, parents, students and outside agencies. The Activities Director shall also be assigned to teach the Leadership Class(es) on campus. This is in addition to their regular assigned classes and should not be viewed as an extension of their prep/release periods.

ESSENTIAL FUNCTIONS:

1. Plan, organize, control and direct high school student activities; develop standards and procedures for high school student activity programs; coordinate student led leadership camps on school facilities and security at student activity events.
2. Serve as liaison between administrators, personnel, parents, students, community and outside agencies; respond to inquiries and provide information concerning school student activity programs; coordinate activities and programs, resolve issues and conflicts and exchange information with groups involved.
3. Plan, organize and facilitate student activities.
4. Direct all student activity advisors in order to ensure they meet District requirements, support District & Site philosophy regarding activities, and are providing role models for students in compliance with CADA Student Activity & Leadership Standards.
5. Develop and submit a timely annual budget for the site activity programs and activities; analyze and review budgetary and financial data to remain fiscally sound; control and authorize expenditures in accordance with established limitations; coordinate the purchase and maintenance of activities equipment & supplies; prepare financial reports as needed in compliance with FCMAT or other financial guidelines.
6. Oversee the organization and operation of the extra-curricular/co-curricular activities & non-athletic programs on campus, including but not limited to:
 - i. All student sanctioned and ASB Approved Clubs
 - ii. Student Spirit Sections, Groups, & Organizations.
 - iii. Student government.
 - iv. Class officers.
 - v. Club officers.
 - vi. Other performances or competitive groups.
7. Develop and approve student activity schedules for the high schools respectively, including coordination of necessary personnel and equipment. Communicate with all impacted parties in the event of an activity's cancellation. Work with maintenance,

security, and site administration.

8. Attend District activity events on a regular basis and assist as needed with tasks related to the event such as event or spectator control.
9. Administer all interscholastic policies and procedures as identified by the district in the TUSD Student Handbook and all District Board policies related to the Extra/Co-Curricular Activities Departments. Represent the school as necessary in all student activity business at District, League, and State meetings or conventions.
10. Arrange for and purchase awards to be presented and schedule banquets. Obtain prior approval from the Superintendent regarding the naming of athletic awards.
11. Chair and administer League or CADA Area meetings as assigned and as necessary.
12. Ensure that equipment is properly inventoried and maintained. Coordinate with site admin regarding student activity equipment inventory, and maintain a record of the location of equipment being used and stored.
13. Coordinate student activity facility use within the school site and other school sites and outside groups including use of facilities for student activity related purposes. Review and approve facility use agreements as necessary for extra/co-curricular programs.
14. Communicate with the site Principal, Athletics Director, Head of Security, and Maintenance/Grounds Supervisors on a regular basis to ensure the best use and maintenance of student activity facilities and buildings.
15. Provide input, when necessary, to the site Principal and Facilities Dept. regarding the planning and development of new facilities for student activity purposes.
16. Coordinate with the Principal, athletics director, club advisors, cheer advisor and coaches on the scheduling of student activity assemblies and rallies, including rooter buses, band and pep squad, etc.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. The Activities Director shall hold an appropriate valid California teaching credential. Previous successful student leadership advising and experience in advising student government preferred.

SKILLS AND QUALIFICATIONS:

1. Knowledge of intermediate computer skills including the ability to maintain the school's Activities Website and respond to electronic communications from inside and outside the District.
2. Ability to communicate effectively, orally and in writing in order to arbitrate and mediate problems arising within the ranks of the extra/co-curricular student activity programs on campus, between advisors and participants, or between advisors, parents and other adults.
3. Knowledge of all CADA Leadership Standards, including scholastic eligibility of all participants.
4. Ability to interpret FCMAT & Board Financial Policies, and to train advisors on all rules and regulations governing their program, organization, and or extra/co-curricular

activity.

5. Ability to work effectively with outside interest groups, such as parent advisory groups and seek ways for supporting and financing the activities program.
6. Knowledge of the District insurance program.
7. Ability to evaluate the student activity program and seek ways of improving interscholastic & extra/co-curricular life on campus. Present recommendations for changes in policies from the student activity department to the site Principal, and be responsible for the annual review of advisor expectations, guidelines, & rules.
8. Ability to Maintain a good working relationship with the local press and strive to ensure that each of the activity areas receive proper publicity.
9. Communicate student activity transportation needs to the Transportation Department and forward documents to Transportation for the purpose of clearing parent/volunteer drivers. Communicate the approval or disapproval of parent and volunteer drivers directly or to the advisor in charge.

PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Stand for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 75 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work in indoors and outdoor environments and come in direct contact with school site staff, students, parents, and the public. In addition, the Activities Director must perform duties and responsibilities that occur outside school buildings and facilities on the school campus and at other school related activities and events.

SALARY: Per current TEA Master Agreement.

DAYS OF SERVICE: Per current TEA Master Agreement.

Board ADOPTED: TUSD 5/10/22