

Position: Associated Student Body Activity

Level: High School

Type: Curriculum/Course Required

Minimum Requirements:

- TSPC licensure
- Assigned instructor of leadership and student council courses

Required Knowledge, Skills & Abilities:

- District, state, national and league guidelines
- Understanding child growth and development
- Using assessment techniques and monitoring strategies to identify student efforts, performance, strengths and weakness
- Effectively communicating with both students and adults
- Providing training and leadership to improve individual's leadership skills
- Managing and directing other paid adults
- Managing and directing adult volunteers.
- Providing leadership and vision for programs
- Training in equity based and/or culturally responsive practices

Responsibilities:

- Collaborating with administration and stakeholders to ensure that all activities and practices are vetted using the NCSDE equity lens
- Working closely with school administration and school site teams to enhance and improve the school culture
- Planning for daily/weekly time spent with students
- Providing supervision at all events and meetings
- Ongoing and updated communication with students, parents and families
- Implementing changes from district or league with students, staff and school administration
- Scheduling events, planning for transportation, reserving facilities
- Handing out, collecting and monitoring paperwork throughout the year
- Conducting and coordinating an equitable elections process, providing access and opportunity for all students
- Maintaining an updated inventory of supplies
- Developing a budget
- Recruitment of program participants
- Distributing and posting schedules and/or calendar of events
- Establishing and announcing criteria for awards/recognition
- End of year/program status report

Equipment & Facilities:

This position requires the handling and managing of supplies and materials needed for assemblies and events (eg. food, decorations, certificates). This position also regularly requires coordination of event facilities (eg. gym, off site locations, school commons)

Student Participation:

Participation ranges are based on student/course offerings. The typical range of assigned courses is 2-5 sections.

Event Expectations:

- Attend up to one monthly regional meeting
- Attend annual state conference
- Student assemblies (4-5 per year)
- Coordinating freshman assurance day
- Two charity events (eg. canned food drive, powder puff, dodgeball)
- Coordinating school blood drive
- Coordinating prom

Team Review Notes (wonderings, what's missing, incomplete, inconsistency etc.)
Double check- nothing needed for homecoming?