



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Community Schools Student Activities Director

Primary Function

To develop the District's Community Schools Student Activities. This includes all academic and expanded learning opportunities, student activities, out of school time programs, summer programming and community relationships and partnerships

Organizational Relationship

The Student Activities Director reports directly to the Assistant Superintendent.

Qualifications

- Professional Educator License (PEL) with a teaching, special education or school support personnel endorsement appropriate to serve a K-8 population, required
- Professional Educator License (PEL) with administrative endorsement preferred
- Experience in project management, collaboration, supervision, and evaluation
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Solutions-focused approach to supporting the social, emotional, and academic development of all children
- Experience working within an elementary school setting and a diverse (culturally, racially, ethnically, linguistically, etc.) student population
- Demonstrate excellent organizational skills and the ability to motivate people
- Ability to perform assigned duties and tasks with a minimum of direction
- Demonstrate an understanding of the regulations regarding grants and school evaluation
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Proficient in a second language (bilingual or multilingual) preferred
- Ability to handle all district information with confidentiality

Performance Responsibilities

1. Support the initiatives proposed by the Community Schools Steering Committee and in alignment with Community Schools grant funding
2. Convene and facilitate the Community Schools Leadership Team weekly meeting and the Districtwide Community School Team meetings
3. Plan and coordinate professional development and training on the community schools strategy for the Community Schools team, school and district staff, partner organization staff, and parents

4. Oversee the Community School OST annual plans
5. Work collaboratively with the Community Schools Directors
6. Organize, facilitate, and manage the Expanded Learning Opportunities (ELO) Work Group
7. Facilitate and manage all student activities, Out of School Time (OST) and ELO Programs for the District including clubs, sports, instrumental music, expanded (enrichment and academic) programs, and summer programs.
8. Supervise and evaluate OST/Student Activities Managers, and summer program teaching and enrichment staff.
9. Implement and steward community initiatives that involve OST and ELO programming
10. Contribute in identifying and compiling data and information for grant and funding submissions and reports
11. Work collaboratively with the Grant Manager on all Community School grants.
12. Manage the grant goals, funding, and evaluations required for any OST or ELO grants
13. Support the recruitment and retention of highly qualified, diverse staff that represents our community for both seasonal and permanent Community Schools staff.
14. Co-develop and co-facilitate equity initiatives in the District in collaboration with the Teaching and Learning Department
15. Represent the District on community-led committees and coalitions
16. Other duties as assigned

Terms of Employment

12-month position (260 work days) from July 1st to June 30th with twenty (20) vacation days.

This position is paid on a salary basis and is exempt from overtime requirements under state and federal law. The salary constitutes full compensation for any and all hours worked during each workweek.

Evaluation

Performance will be evaluated in accordance with the provision of the Board's policy on evaluation of administration