Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Middle School Activity Director**
Department: Assigned School Site
Reports to: School Site Administration

SUMMARY:
Under the direction of the Site Administration, the Activity Director shall organize all student activities and coordinate staff support and supervision of these activities. The activities include, but are not limited to, dances, lunchtime activities, assemblies, awards, and graduation activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates student activities with the Leadership Class and Student Council/Student Body organization, including student body elections and student body activities.
- Facilitates and advises Student Council/Student Body meetings, especially in the discussion of and approval of Student Body account expenditures
- Works with School Administration to ensure that Student Body accounts are in good standing, and organizes student body fundraisers as appropriate
- Facilitates the chartering and organization of student clubs on campus and helps to ensure that all student clubs are adhering to student body club guidelines and requirements
- Organizes and helps supervise dances. Works with School Administration and Student Body representatives to determine how many dances will take place during the year, when these dances will take place, and where these dances will take place. This includes organizing any concessions, dance-related activities such as photographs, volunteers, chaperones, DJ/Music, and other elements of a successful dance. Takes all reasonable steps to ensure each dance is fiscally responsible in nature.
- Works with School Administration and Student Body representatives to organize and coordinate school assemblies, including “pep” rallies and end of year assemblies.
- Works with School Administration to organize 8th grade Promotion activities/ceremonies.
- Works with School Administration and Student Body representatives to organize student cheering sections to ensure they are safe and positive, including supervision of such sections
- Works with School Administration and Student Body representatives to promote and communicate about school activities through multiple channels, including (but not limited to) newsletters, email, social media, and on-campus advertisements
- If not the Leadership teacher, works with Leadership teacher on all elements listed above
- Other duties as assigned by School Administration

QUALIFICATION REQUIREMENTS:
Must be able to perform each essential duty listed above in a positive and professional manner.

EDUCATION AND/OR EXPERIENCE:
College degree and valid California Teaching Credential required. High School experience within athletics and activities strongly preferred.

LANGUAGE SKILLS:
Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence in Standard English. Ability to listen well. Ability to effectively present information in Standard English. Ability to communicate with parents, students, and site staff.

MATHEMATICAL SKILLS:

Basic arithmetic skills in connection with keeping a balanced budget and processing invoices, orders, etc. Ability to apply concepts of basic algebra and geometry. Ability to do accounting in line with guidance from student body accounting procedures and best practices.