North Monterey County Unified School District

POSITION DESCRIPTION

Position Title:	Activities Director
Department:	Educational Services
Reports To:	Principal

SUMMARY:

Under the direction of the principal, plan, direct and review the activities and operations of student activities, student government and student organizations at an assigned school site; coordinate assigned activities with other departments and outside agencies. To provide a student activities program that meets the educational, social, and emotional needs of students in the student activities director's area of responsibility and in relation to the school and community; and directly responsible for the supervision of students in the Activities Director's areas of responsibility. The Activities Director will be evaluated annually by the administrator on his or her performance of duties.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Provides for a comprehensive and inclusive student government and leadership program in the school that reflects and represents the diversity of the student body. This includes classroom teaching related to student government and leadership.
2. Supervise and advise the organization and operation of the student government including all records, documents, and meetings.
3. Provides for the development of and monitoring of the Associated Student Body (ASB) general fund budget.
4. Assist in the management of ASB financial matters by monitoring accounts, budget, receipts, and expenditures. Coordinates approval by student government all requisitions for expenditures of the student body funds.
5. Provides for the planning, implementation, and supervision of the campaign, election, and appointment of class and student government officers.
6. Provides for the identification and supervision of class and other activity advisors.
7. Provides for the identification and supervision of club advisors.
8. Assist club advisors and members with the technical aspects of their obligations – fundraising, publicity, and offers assistance in planning their activities.
9. Monitors all clubs and activities.
10. Coordinates and supervises all fund raising activities for clubs.
11. Ensures that all clubs/organizations abide by the State law and District policies.
12. Provides for the planning, scheduling, coordinating, and supervising and implementation of freshman orientation (Link Crew), rallies, assemblies, dances, intramural activities, and graduation activities.
13. Supervises the sale of tickets, etc., during the school day for student body sponsored events.
14. Provides for publicity of school activities.
15. Collaborates with the school administrator/Athletic Director to support the athletic program.

16. Coordinates and arranges for speakers, performances, and other school guests.
17. Provides for a comprehensive extra-curricular activities program in the school, including clubs, workshops, and intramurals programs.
18. Provides for planning and implementation of school awards program and awards assemblies.
19. Establishes and maintain the school's fundraising and activity calendar which is articulated with the school and district master calendar.
20. Participate in regularly scheduled meetings with the Principal and or designated administrator and Athletic Director concerning student activities.
21. Plan, direct, and review the activities and operations of student activities, student government, and student organizations; develop, plan, and implement program goals and objectives; recommend and administer polices and procedures.
22. Participate in planning and coordinating educational, recreational, social and cultural activities; coordinate program activities with other school organizations, establish and maintain a file of information related to a variety of programs in the extracurricular areas for presentation to student groups and their faculty advisors.
23. Direct, oversee and participate in the development of campus class and club activities; assign work activities, projects and program, monitor and evaluate programs
24. Develop and maintain a campus-wide calendar of events to coordinate campus events; organize and implement school assemblies, rallies, and noon hour activities.
25. Serve as an advisor to the student government organization; promote student participation in student government.
26. Supervise school dances; assure compliance with district rules and regulations regarding activities.
27. Develop social, cultural and education programs and activities to ensure student and community participation.
28. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
29. Apply and enforce student discipline in accordance with board policy and administrative guidelines.
30. Accompany and supervises students at events and/or out-of-town trips.
31. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
32. Assist the Principal with commencement activities; coordinates related committees and activities, such as cap and gowns.
33. Ensure that the programs are cost-effective and funds are managed wisely.
34. Operates a computer and other standard office equipment as assigned; operate a vehicle to conduct work.
35. Assist new clubs with the development process, provide club advisor and officer training; coordinate planning and activities with advisors to student clubs and organizations.
36. Complies with federal and state laws, Board Policies and Administrative Regulations with school programs.
37. Establish and maintain open communications by conducting conferences with parents, students, principals, and teachers.
38. Maintains professional relationships with colleagues, students, parents, and community members.
39. Promotes collaboration and positive interactions among faculty and staff.
40. Maintains confidentiality.
41. Disseminates information to Principal and other imperative communications.

42. Attends and actively participates to complete projects as a part of scheduled workshops/meetings.
43. Familiarity with computer assisted programs to support instruction.
44. Remains informed of technological innovations and their application to curricula.
45. Maintains professional competence through participation in in-service education activities provided by the district and in self-selected professional growth activities.

Qualifications/Training/Experience

1. Understanding of the principles of student growth, development, and learning, and of how to promote a positive, appropriate learning environment.
2. Bachelor's degree from an accredited college or university.
3. Valid CA teaching credential.
4. Positive leadership ability.
5. Determination to develop the best possible educational and extracurricular programs for all students; embracing diversity.
6. Organization, function and activities of the school.
7. Principles and practices of student government and related procedures.
8. Oral and written skills.
9. Interpersonal skills using tact, patience and courtesy.
10. Provide complex support to the Principal.
11. Possession of a valid CA driver's license and a signed DMV pull notice prior to driving a district vehicle.

DESIRABLE QUALIFICATIONS

1. Sensitivity to characteristics and needs of all children.
2. Ability to manage budget and equipment/materials.
3. Ability to implement policy and regulations.
4. Analyze situations accurately and adopt an effective course of action.
5. Meets schedules and time lines.
6. Communicate effectively with diverse constituencies
7. Prepare comprehensive narrative and statistical reports.
8. Maintain consistent, punctual, and regular attendance.
9. Advise and instruct students.
10. Collaborative and problem solving orientation.
11. Strategic and analytical thinking skills and the ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate the decision-making processes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: August 18, 2016