



SAN MATEO UNION HIGH SCHOOL DISTRICT CERTIFICATED JOB DESCRIPTION

JOB TITLE:	Activities Director
REPORTS TO:	Site Administration
SITE:	School Site
CLASSIFICATION:	Certificated
WORK YEAR:	Teacher Work Calendar + up to five days
SALARY:	0.2 FTE and \$8,168 Annual Stipend (Appendix C, Category I)
APPROVAL DATE:	May 7,2020

JOB SUMMARY:

Under the guidance of the site administration team, the Activities Directors will work with students and the sites to implement school wide ASB communications, activities, and events on and off campus.

JOB ESSENTIAL FUNCTIONS:

1. Collaborates on school issues which affect school culture and climate.
2. Builds unity, cohesion and a shared school-wide value system while recognizing and celebrating the diverse culture and climate of the school site.
3. Provides ongoing leadership development and learning opportunities for students to help them build their abilities and capacities as leaders.
4. Collaborates with other District coordinators and site administrative leaders as needed.
5. Brainstorms, plans, and creates opportunities for future school events.
6. Addresses social justice issues such as diversity, inclusion, and belonging in school communities, as well as mental health issues and dehumanizing language.
7. Communicates to District representatives and school site administration as needed.
8. Creates and maintains budgets and payments in a timely manner and adheres to FCMAT protocols.
9. Implements project based learning in the classroom.
10. Oversees student body elections, such as Class Council representatives and ASB representatives.
11. Prepares ASB and other elected officers for planning and running effective student meetings, setting agendas and establishing next steps.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- Single Subject Teacher Credential or its equivalent
- Five years or more of experience teaching at the secondary level
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Docs; Canvas and Aeries.

PHYSICAL DEMANDS/WORKING CONDITONS WITH OR WITHOUT REASONABLE ACCOMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.