

JOB TITLE: HIGH SCHOOL STUDENT ACTIVITIES DIRECTOR

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

The Student Activities Director works under the immediate supervision and direction of the Principal. The Student Activities Director will plan, implement, and carry out student activities to meet the needs of the student body in relation to the school and community.

EMPLOYMENT STANDARDS:

Bachelor's Degree with a valid California Teaching Credential.

Experience: Three years of successful teaching experience, preferably with experience in junior or senior high school, with evidence of demonstrated leadership.

SUPERVISOR: Principal

Typical Duties and Responsibilities

1. Classroom teaching which may be related to student government and student activities.
2. Assist in scheduling of all school facilities.
3. Provide assistance in planning, scheduling, coordinating, and supervising assemblies, rallies, dances, club activities, field trips, activity buses, and graduation activities.
4. Provide assistance in the development and maintenance of an equitable teacher supervision schedule.
5. Supervise the campaign, election, and appointment of class and student government officers.
6. Supervise and advise the organization and operation of the student government including all records, documents, and meetings.
7. Establish and maintain the school's social fundraising and activity calendar.
8. Participate in monthly meetings with Principal, Vice Principal, and Athletic Director concerning student activities.

9. Responsible for all financial matters; supervise student accounts, budget, receipts, and expenditures. Approve all requisitions for expenditures from student body funds.
10. Serve as a member of the school climate committee.
11. Supervise the maintenance and inventory of student body owned supplies and equipment.
12. Serve as a liaison between school and community for student activities.
13. Meet with vendors and salesmen for student body supplies.
14. Supervise the sale of tickets, etc., during the school day for student body sponsored events.
15. Arrange and maintain assembly and rally schedules. Assist in arranging for equipment, facilities, and agendas for assemblies and rallies.
16. Ensure that all clubs and organizations abide by the State laws and District policies.
17. Verify that all participants in activities are academically eligible to participate.
18. Assist club advisors and members with the technical aspects of their obligations, i.e., budgets, constitutions, financial procedures; offer assistance in planning their activities.
19. Respond to all parent concerns and calls. Respond to all staff concerns and E-mail messages.
20. Handle the sale and control of student body cards.
21. Handle the sale and control of parking permits.
22. Maintain activity announcements around school, i.e., bulletin board, students of the month, retreats, etc.
23. Adhere to the California Education Code, Title V, and carry out Board Policies and Administrative Procedures.
24. Abide by professional ethics standards established by Board Policy.

25. Maintain punctuality for all prescribed functions.
26. Assume the responsibility for the safety and welfare of students whenever a danger is observed on or about the campus.
27. Participate cooperatively in the development of the school budget.
28. Provide other related duties as may be directed by the principal.

Work Schedule and Salary

Calendar days and remuneration as established by the Official Calendar for Certificated Personnel.

GJ:tg 2/29/96