

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Activities Director (Teacher)

**Classification:** Certificated

**Reports to:** Site Administrator

**Range:** Certificated Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Must hold an active California teaching credential.

### **SUMMARY**

Assumes responsibility for planning and implementation of the high school student council and activities program.

### **SPECIFIC RESPONSIBILITIES**

1. Coordinate and supervise assigned responsibilities of student council and activities program
2. Coordinate and assists the students with fund raising activities
3. Keep records of the participating students
4. Provide proper student control and a suitable learning environment that creates a positive atmosphere for maximum growth of individual student
5. Be sensitive about confidential matters concerning students, parents, school, and working relationships
6. Provide continuous supervision
7. Keep informed of new process relating to student council and activities programs
8. Submitting reports as directed
9. Performs other duties as directed by the Principal or Vice Principal

### **QUALIFICATION REQUIREMENTS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

08.18.2020