



TEACHER ON SPECIAL ASSIGNMENT: ACTIVITIES DIRECTOR, HIGH SCHOOL

PRIMARY FUNCTIONS:

Under the supervision and direction of the site principal or his/her administrative designee, the Activities Director oversees all responsibilities for high school Associated Student Body (ASB) activities and clubs, including developing and monitoring budgets, scheduling and supervising multiple student events and activities, providing direct feedback in evaluating support staff, completing facility reservations, arranging student transportation, monitoring student leaders' academic progress, and ensuring compliance with the policies, rules, and regulations of ASB governance under California education code and board policy. Working with site and district administration, the activities director oversees and directs the work of custodial, support staff, club advisors, and parent volunteers in preparing for student events and activities.

GENERAL DUTIES AND RESPONSIBILITIES:

- Work with site principal or administrative designee and elected student leaders to establish annual ASB budget and site allocations for student events and activities (including dances, assemblies, rallies, field trips, cultural awareness, recruitment and orientation, school tours, graduation, campaigns and elections, homecoming, student store, etc.)
- Organize and secure proper paperwork for board approval of overnight camps, retreats, and other student field trips
- Ensure ASB meetings are regularly held according to Roberts Rules of Order and agendas and minutes are recorded and retained
- Manage the ASB budget and work with district and site support staff to ensure the proper handling, receiving, and depositing of funds in adherence with California Education Code, Board Policy, and ASB policies, rules and regulations
- Annually review and update club charters, constitutions, and bylaws to ensure compliance with equity and non-discriminatory practices
- Work with the administrative services department to accept bids and approve vendor contracts in adherence with California Education Code, Board Policy, and ASB policies rules, and regulations
- Obtain appropriate insurance forms for student body events from District
- Under the direction of the site principal or administrative designee, supervise and direct the work of custodial and support staff and provide direct feedback on annual evaluations
- Oversee the purchase, placement, and distribution of student body purchased materials, and monitor vendor contracts in compliance with California Education Code, board policy and ASB policies, rules, and regulations
- Maintain and update all student body information, publicity, schedules, and announcements for bulletins, local publications, social media accounts, and site broadcasts

- Serve as site liaison to various booster groups, parent organizations, and professional associations
- Schedule and facilitate parent orientation meetings and presentations for students interested in running for office and/or participating in student clubs
- Organize and facilitate efficient and effective processes for student-athlete registration and individual compliance requirements such as completion of physical exams, insurance, etc.
- Work with site principal or administrative designee to update ASB handbook, and other materials and resources for ASB programs
- Other duties and responsibilities consistent to the primary functions and collective bargaining agreement may be assigned

REQUIRED QUALIFICATIONS:

Education -

- Possesses a Bachelor's Degree and valid California Teaching Credential
- Possesses current First Aid, Cardio Pulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) certification

Experience –

- Three years of experience teaching and advising in a high school setting

DESIRABLE QUALIFICATIONS:

Knowledge of -

- Federal and state laws related to equity and Title IX compliance for public student activities and events
- Basic rules and regulations governing Associated Student Body governance and clubs offered in public high schools
- California education code, board policy, and ASB policies, rules, and regulations related to the proper supervision, transportation, and management of students to ensure well being and safety
- California education code, board policy, and ASB policies, rules and regulations related to student body eligibility and character guidelines for student leaders, advisors, and parent volunteers
- Organizational leadership, motivational strategies, and techniques for working with adult advisors and student leaders
- Organizing, planning, and scheduling events using a conflict matrix and multiple calendars
- Appropriate budgeting, cash handling, and basic accounting procedures related to student activities and events

Ability to –

- Maintain possession of a valid California driver's license
- Understand and carry out both oral and written instructions independently
- Work collaboratively and communicate effectively as part of a team
- Analyze and interpret numerical data and written information

- Maintain confidential information
- Prepare and maintain financial and programmatic reports and other records related to athletic programs
- Maintain professional standards of conduct (model core values)
- Operate a computer, including word processing, data management software, and student information systems
- Establish and maintain ongoing cooperative and collaborative relationships with students, parents, school district staff, key public agencies, booster clubs, and other community stakeholders

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

Employees in this position must have the ability to:

- Stand and sit for extended periods of time
- Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 20 lbs. to waist height
- See and read printed matter with or without vision aids
- Hear and understand speech at normal levels
- Speak English so that others may understand at normal levels
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance

WORK ENVIRONMENT

The primary work location is indoors and outdoors in a high school setting. Noise levels in this setting range from quiet to loud. The employee travels between athletic and performance venues. Assignment will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex.

Board Approval: June 3, 2019

Formal Review: May 20, 2019

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed