



**Job Title:** High School School Student Activity Director (Supplemental Assignment)

**Supervisor:** School Principal

**Terms of Employment:** This is a supplemental assignment in addition to regular teaching duties and is compensated according to the district supplement schedule. The position is a one-year appointment made at the discretion of the principal and is not guaranteed from year to year.

### **Job Summary**

- Serves as a teacher leader responsible for supporting and facilitating student clubs and organizations that promote engagement, leadership, and school connectedness.
- Ensures that student activities are purposeful, well-organized, and aligned with school expectations while fostering student voice, ownership, and participation.
- Provides positive and productive leadership aligned to the principal's vision and supports a school culture that values inclusion, student growth, and meaningful involvement beyond the classroom.

### **Essential Duties**

#### **Club and Organization Leadership**

1. Plan and facilitate regular meetings and activities aligned to the purpose of the club or organization.
2. Encourage student leadership, voice, and ownership in planning and decision-making.
3. Ensure all activities align with school policies and the principal's vision.
4. Support recruitment, engagement, and retention of student members.

#### **Student Experience and Culture**

1. Promote a positive and inclusive environment that supports student growth and connection.
2. Foster student responsibility, teamwork, and leadership development through participation in activities.
3. Monitor eligibility and academic expectations for participation, when applicable.

#### **Events, Activities and Supervision**

1. Coordinate and supervise events, performances, competitions, and service projects.
2. Provide supervision to ensure student safety during all meetings, events, and trips.
3. Ensure proper planning and execution of student activities in alignment with school expectations.

#### **Communication and Collaboration**

1. Communicate effectively with students, parents, and school administration regarding schedules, expectations, and events.

2. Collaborate with other sponsors and staff to support schoolwide initiatives and culture.

### **Operations, Budget and Compliance**

1. Maintain inventory and monitor the budget for the student organization.
2. Manage budgets and fundraising efforts in accordance with district procedures.
3. Complete and submit required forms, permissions, and documentation in a timely manner.

### **Expectations**

1. Maintain full classroom teaching responsibilities while fulfilling supplemental duties.
2. Attend required meetings, trainings, and planning sessions.
3. Collaborate with administration to align student activities with school goals.
4. Uphold all district policies, school procedures, and professional standards.
5. Perform additional duties as assigned in support of student engagement and school culture.

### **Minimum Qualifications (Knowledge, Skills and Abilities Required)**

1. Valid South Carolina teaching certification.
2. Minimum of three years of successful classroom teaching experience (preferred).
3. Demonstrated instructional expertise, particularly in literacy and/or core content areas.
4. Strong facilitation, communication, and organizational skills.
5. Ability to lead adult learning and build capacity among peers.

### **Physical Requirements**

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. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Ability to sit and stand for extended periods of time
- Manual dexterity for the purpose of using a telephone and data entry
- Read a computer screen and printed material with or without vision aids
- Hear and understand speech at normal levels and on the telephone
- Speak in audible tones so that others may understand clearly in person and on the telephone

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplement Amount: \$1,000.00

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

