

ACTIVITIES DIRECTOR

BRIEF DESCRIPTION OF POSITION:

The Director of Student Activities, shall under the direction of the Principal and the immediate supervision of the Assistant Principal, organize and supervise the student activity program, including supervising and directing all facets of student government.

MAJOR DUTIES AND RESPONSIBILITIES:

Teaching ASB and leadership classes.

Advises and directs the student government program.

Establishes and maintains the school master activity calendar.

Develops and initiates programs which encourage constructive communication between students, faculty and the community.

Provides and instructs sponsors for school clubs and organizations.

Coordinates activities with the Athletic Director and the Maintenance Department.

Assumes responsibility for the preparation, submission, and administration of an annual student activities budget.

Administers and coordinates all student elections.

Prepares and distributes a monthly activity and special events calendar to all school buildings and all staff.

OTHER DUTIES AND RESPONSIBILITIES

Administers and coordinates membership requirements, finances, and financial activities of all school-sponsored clubs.

Secures and assigns personnel from the staff and from outside agencies, as appropriate, expedites activities and provides proper supervision and security for all student activities, with the exception of athletic activities.

Supervises all club activities in the school.

Administers the receipt and disbursement of student body cash funds.

Meets with vendors regarding rings, photographs, caps and gowns, and the like, establishing procedures for bidding and awarding contracts for such items and services.

Have knowledge of laws and Board policies and regulations that relate to student activities.

Evaluates the performance of class and club advisors annually.

Cooperates and participates actively with PTSC, ELAC and booster club activities.

Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

EXTRA DUTY PAY

The Activities Director's pay shall be based on the extra duty rate of pay stated in resolution by the Board of Trustees.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.