



ACTIVITIES DIRECTOR

Revision Date: 01.13.10

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 and activities.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Advise and directs the student government program. **E**
- b. Establishes and maintains the school master activity calendar.
- c. Develops and initiates programs which encourage constructive communication between students and faculty. **E**
- d. Provides and instructs sponsors for school clubs and organization. **E**
- e. Assumes responsibility for the preparation, submission, and administration of an annual student activities budget. **E**
- f. Administers and coordinates all student elections. **E**
- g. Prepares and distributes a monthly activity and special events calendar to all school buildings and all staff. **E**
- h. Organize student registration. **E**
- i. Organize and execute freshman orientation. **E**

OTHER DUTIES AND RESPONSIBILITIES:

- a. Administers and coordinates membership requirements, finances, and financial activities of all school sponsored clubs. **E**
- b. Secures and assigns personnel from the staff and from outside agencies, as appropriate, expedites activities and provides proper supervision and security for all activities, with the exception of the athletic activities. **E**
- c. Supervises all club activities in the school. **E**
- d. Administers the receipt and disbursement of student body cash funds. **E**
- e. Meets with vendors regarding rings, photographs, caps and gowns for students and staff, and the like establishing procedures for bidding and awarding contracts for such items and services. **E**
- f. Have knowledge of laws and Board policies and regulations which relate to student activities. **E**
- g. Cooperates and participates actively with PTA and booster club. **E**
- h. 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 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; speak clearly and hear well enough to communicate effectively