



CERTIFICATED JOB DESCRIPTION

STUDENT ACTIVITIES DIRECTOR

General Definition:

To provide each student with a variety of extracurricular programs, activities, and events from which to choose for personal recreation, enrichment, character building and citizenship. Contributes to school culture and spirit through events and activities for students.

Employment Term:

Annual certificated contract days as per collective bargaining unit agreement.

Salary:

Appropriate placement on the certificated salary schedule.

Supervision From:

Principal/Designee

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.

Education and Experience:

Baccalaureate or higher degree with an academic major and professional preparation program which includes student teaching for the teaching credential(s) held. Prior experience in student activities at the secondary level preferred.

Certificates and Licenses:

Current valid California secondary teaching credential and CLAD/BCLAD/ELL/SDAIE certification. Must be highly qualified in core subject area. Possess a valid First Aid Card and CPR certificate. Valid California driver's license and evidence of insurance, TB, and criminal justice fingerprint clearance.

Duties and Responsibilities:

1. Serves as advisor to the Associated Student Body Executive Council.
2. Provides and instructs sponsors for school clubs and organizations.
3. Oversees all club activities.
4. Administers and coordinates membership requirements, all student accounts, budgets, receipts and expenditures.
5. Plans and coordinates school assemblies.
6. Administers the receipt and disbursement of student body cash funds.
7. Plans and coordinates student body fund-raising activities.
8. Oversees and coordinates special student activities, including school dances and annual events.

9. Administers and coordinates all student elections.
10. Establishes and maintains the school's activities calendar.
11. Maintains knowledge of best practices in student activities and leadership.
12. Assign and assist groups involved in concessions at home games.
13. Handles the sale and control of ASB cards.
14. Oversees the maintenance, upkeep and inventory of ASB supplies and equipment. Authorizes the use of ASB supplies and equipment.
15. Coordinates vendors and salesmen for ASB snacks, supplies and equipment.
16. Works to improve school culture and spirit through events and activities of students.
17. Attends student activities including school dances and annual events as a designated school official.
18. Must be able to meet and interact with employees and parents/guardians in routine situations which require tact, discretion, and courtesy.
19. Other related duties as assigned.

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. 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 frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 40 lb. such as boxes of supplies. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

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.

The noise level in the work environment is moderate to loud.