
ACTIVITIES DIRECTOR HIGH SCHOOL

Job Description

Design, implement and evaluate the program of student activities at the high school. Identify student needs and interest, develop programs and activities that sustain a positive school climate and fosters positive interactions between students and staff and the community. Monitor student activities and assess strengths and weaknesses of programs and activities.

Qualifications:

1. Member of the high school staff.
2. Possess a teaching credential
3. Demonstrated ability to develop and sustain positive relationships with staff, students and community members.
4. Demonstrated leadership and organizational skills.

Typical Duties:

1. Develop and publish annual calendar of activities and events for the school.
2. Develop the ASB budget in cooperation with advisors, administrations, and the ASB bookkeeper.
3. Schedule and monitor fundraising activities for all student groups.
4. Organize and supervise regular meetings of the ASB student leadership.
5. Supervise and monitor all student activities; delegate authority to qualified staff where appropriate.
6. Oversee the sale of spirit items; ensure that all items use approved logo and/or mascots.
7. Directly supervise ASB students involved in off campus activities and trainings.
8. Ensure that appropriate levels of security are provided for all student activities.
9. Regularly communicate with staff regarding scheduled activities and student involvement.
10. Monitor clubs and activities and ensure that all advisors are informed about applicable rules, regulations and procedures.
11. Assist with end-of-the-year staff checkout as directed by site principal.
12. Monitor ASB elections.
13. Coordinate student involvement in the Almond Blossom Festival Parade.
14. Plan and present the annual end-of-the-year scholarship awards presentations.
15. Ensure that appropriate equipment and supplies are available for all functions.
16. Follow established policies and procedures with ASB bookkeeper regarding fundraising, bank deposits and purchases.

Immediate supervisor: Principal

Assignment: School Year

Salary: Stipend schedule