

Position Description

Position: Activity Director - High School	Board Approved (revised): 11/17/20 Board Approved: 4/5/16
Salary Grade: Certificated Administrative	FLSA: Exempt

Summary

Serves as a site leader, guiding and coordinating extra-curricular and co-curricular programs at the high school under the direction of the principal. The position is responsible for coordinating academic, athletic and enrichment activities in TRUSD junior high schools. An administrative services credential or ability to obtain one is required.

Distinguishing Career Features

The activity director - high school is a site level management position, and an entry level management position in certificated positions in the Twin Rivers Unified School District. The position requires leadership skills as demonstrated by leading adults to create a positive school climate and culture, engaging students, staff, and the community.

Essential Duties and Responsibilities

- In cooperation with the principal, is responsible for the positive and inclusive school wide climate and culture of the school that engages the school and community, and promotes excellence.
- Ensures that clubs and organizations comply with State laws and District policies.
- Assists the principal in appointing club organization advisors and members with budgets, constitutions, financial procedures, and activities planning.
- Is responsible for monitoring ASB accounts and procedures.
- Supervises ticket sales and maintains calendar for clearing and scheduling of events.
- Supervises the campaign and election of class, legislative, and student government officers.
- Supervises the organization and operation of student government.
- Coordinates the dissemination of all communications throughout the school.
- Arranges for location and equipment of activities and assists faculty advisors in planning events.
- Monitors and implements the staff adjunct duty schedule.
- Develops schoolwide programs supporting the social emotional needs of students.
- Works in coordination with the principal to develop the school's activity calendar.
- Participates in the site leadership team.
- Coordinates activities and vertical articulation of programs like Leadership with Student Alliance, Safe School Ambassadors, Race and Social Justice, Link Crew, and others to impact the overall school climate and culture.
- Coordinates with attendance pattern schools and staff linking programs with the high school.
- Arranges and maintains assembly and rally schedules, equipment, facilities, and seating.
- Supervises participants and spectators and screens contents of agendas.
- Coordinates with administration the plan for events, including security, food services, tickets, and special events as well as any payment of personnel of events, other than officials at athletic events.
- In cooperation with the athletic director, supervises athletic events including spectators.
- Assists band, cheer, dance teams, and concessions groups with organization and supplies.
- Coordinates student government meetings and direct proceedings.
- Supervises maintenance of student government records and documents.

- Coordinates and supervises training of student government representatives and officers.
- Other duties as assigned.

Qualifications

▪ Knowledge and Skills

The position requires a working knowledge of District attendance policies and procedures and the applicable sections of State Education Code and other laws applicable to student government and associated student body (ASB). Requires considerable knowledge of the principles and practices of student leadership and practices associated with the California Association of Activity Directors (CADA). Requires the ability to be a school site leader, and the ability to collaborate with administrators, teachers, students, and the community. Requires the ability to inspire students and staff to work together to create a positive school climate and culture that supports student engagement and academic excellence meeting the needs of the diverse population TRUSD serves.

▪ Abilities

Requires the ability to perform the essential functions of the position with efficiency and effectiveness under general supervision. Requires the ability to learn, apply, and interpret knowledge of District organization, operations, policies, procedures and rules. Requires the ability to work with confrontational situations in dealing with and resolving staff, student and parent problems. Requires the ability to work with students, staff, parents, and community in a wide variety of settings. May be required to communicate in a second language and is required to work in a multi-ethnic setting. Requires the ability to prepare routine records, reports and correspondence. Requires the ability to plan and prioritize work in order to meet schedules and timelines. Requires the ability to work varying work hours, including evenings and weekends. Active participation in professional development is required.

▪ Physical Abilities

Requires the ability to work indoors and outdoors engaged in work of primarily an active nature. Requires ambulatory ability to stand and walk for sustained periods of time. Requires sufficient visual acuity to read printed materials, view a computer screen, and drive a personal vehicle. Requires manual and finger dexterity to use a computer keyboard and manipulate equipment used for instruction. Requires auditory ability to hear voice and carry on conversations.

▪ Education and Experience

The position requires a valid California Administrative Services Credential as well as a single subject teaching credential.

▪ Licenses and Certificates

Requires a valid driver's license and proof of insurance.

▪ Working Conditions

Work is performed indoors and outdoors in an office/classroom environment where minimal, yet some health and safety considerations exist.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps and skills required of the job.