

ACTIVITIES DIRECTOR**DEFINITION:**

Under the supervision of the Principal, organize and administer all student activity programs and co-curricular activities according to State and District mandates; supervise and coordinate all financial matters pertaining to student accounts; advise student government organizations and supervise all certificated and classified personnel engaged in student activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate, organize, and administer the student government program; supervise the campaign and election of class, club, and student government officers; supervise the maintenance of all student government records; teach the student government class; attend ASB camp.
- Plan, organize, and implement a comprehensive student body activity program, including co-curricular activities, budget planning and expenditure control, and student government functions and activities.
- Supervise and coordinate all co-curricular/extra-curricular activities; ensure that all clubs and organizations follow state laws and district policies, including student eligibility; assure submission of constitutions for all clubs/organizations and oversee participation in the Saddleback Valley Inter Council of Students (SVICS).
- Maintain effective community relations; assist the principal in carrying out a program of community relations as a means of taking the initiative in interpreting and furthering school activities through parent groups and other community organizations.
- Assist in recruiting, screening, selecting, assigning, supervising, and evaluating performance of certificated and classified staff members.
- Work with the Pep Squad Advisor in coordinating and operating their activities.
- Assist the Yearbook Advisor in the publication of the yearbook.
- Plan and implement a student activity program that responds to a diverse student body.
- Plan and implement programs that increase awareness of drug/alcohol abuse, such as Red Ribbon Week and Every 15 Minutes.
- Plan and implement student and staff recognition programs; assist with student registration; 9th grade/new student orientation program.
- Plan and arrange assembly and rally schedules; assist in arranging equipment and facilities; assist in supervision.
- Oversee all student activity accounts, including supervision, preparation and maintenance of the ASB budget; oversee all fund-raisers; supervise the student store; ensure adherence to proper accounting procedures for all sales income and expenses; coordinate and supervise sale of ASB seals.
- Approve all cash disbursement requests for expenditure from ASB funds; approve and sign time cards for ASB workers; prepare materials and participate as necessary in annual audit.
- Work with vendors and salesmen for ASB supplies, equipment and sales.
- Coordinate graduation events, including the selection and ordering of caps/gowns, rings, announcements; plan and supervise senior activities (week, trip), the commencement program and speeches.
- Supervise, coordinate and prepare the school master calendar/facility requests.
- Supervise, coordinate and edit the daily bulletin.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Student government practices and procedures; ASB activities; leadership roles; principles of accounting and budgeting; adolescent development; effective discipline and campus supervision; Education Code, local policies, and State and Federal laws relating to minors; technology; contract management; methods and procedures of supervision and evaluation.

Ability to:

Design and maintain budget accounting procedures to monitor expenditures; plan, coordinate and organize events, initiating new creative programs; maintain open communication with staff, administration, parents and students; motivate students to set positive examples; build pride and spirit within the school climate; communicate effectively, both orally and in writing; establish and maintain effective working relationships and analyze problems and issues and develop appropriate solutions; be flexible.

Experience:

Minimum of three years of successful school teaching; administrative experience desirable.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent standing or walking much of the time with some sitting, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential and administrative credential, and possession of a valid California driver's license.

Board Approved: October 8, 2002