

HIGH SCHOOL STUDENT ACTIVITIES ADVISOR

Definition:

The High School Student Activities Director will provide services for pupils designed to improve and enhance their attendance, citizenship, academic progress, and participation in extra curricular activities. This is an administrative training position designed to provide selected teachers an opportunity to exercise and develop leadership skills and practice management strategies. Assistance and supervision will be provided by the site principal.

Qualifications:

Credential

Appropriate Secondary Teaching Credential
Secondary Administrator, or Administrative Services Credential preferred

Experience

Three (3) years of successful teaching experience, preferably with experience in junior or senior high school, with evidence of demonstrated leadership.

Typical Duties and Responsibilities:

- ❖ Classroom teaching which may be related to student government and student activities.
- ❖ Assists in planning, preparation, and maintenance of the master activity calendar.
- ❖ Assists in scheduling of all school facilities.
- ❖ Provides assistance in planning, scheduling, coordinating, and supervising assemblies, rallies, dances, club activities, field trips, activity buses, athletics, and intramural activities, and graduation exercises.
- ❖ Provides assistance in the development and maintenance of an equitable teacher supervision schedule.
- ❖ Under the direction of the principal, assumes a major responsibility for the resolution of attendance problems related to school and class trancies, tardiness, and chronic absentees.
- ❖ May serve as the school representative in Student Attendance Review Board hearings and conferences.
- ❖ Provides assistance in discipline referrals.
- ❖ Assists in interpreting and applying federal, state, and county laws as well as School District policies, regulations, and procedures at the school site.
- ❖ Provides other related duties as may be directed by the principal.

Board Approved: 9/1987