

MIDDLE SCHOOL ACTIVITIES DIRECTOR

DEFINITION:

The Middle School Activities Director provides leadership in planning, implementation, coordination, supervision, and evaluation of all extra-curricular activities at the middle school. The Activities Director promotes events that meet the needs of the student body in relation to the school and community. The goals of the extra-curricular program include but are not limited to the development of student character, school climate and culture and service learning for school and the community. The Activities Director is responsible for coordinating academic, athletic and enrichment activities that support the district wide program.

DISTINGUISHING CHARACTERISTICS:

Under the direction of the Principal, the position requires leadership skills as demonstrated by leading adults to create a positive school climate and culture, engaging students, staff and the community.

QUALIFICATIONS:

Experience: A minimum of two years teaching at the school and served as an advisor (class or club)

Other: Possession of a valid California Teaching Credential

Education: Master's Degree preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Classroom teaching which may be related to student government and student activities. Organizes and conducts meetings of the Associated Student Body (ASB). Works with administration to support the District Student Advisory Board (SAB).
- Provide assistance in planning, scheduling, activity calendar, coordinating, school budget and supervising assemblies, fundraising, rallies, dances, club activities, field trips, activity buses, and graduation activities.
- Supervise the campaign, election, and appointment of class and student government officers.
- Supervise and advise the organization and operation of the student government including all fundraisers, records, documents, and meetings.
- Participate in meetings with Principal, Assistant Principal, and Athletic Director concerning student activities.
- Responsible for all financial matters related to student accounts; budget, receipts, and expenditures. Approve all requisitions for expenditures from student body funds as it pertains to CASBO and District policies.
- Supervise the maintenance and inventory of student body owned supplies and equipment.
- Serve as a liaison between school and community for student activities.
- Supervise the sale of tickets, etc., during the school day for student body sponsored events.
- Arrange and maintain assembly and rally schedules. Assist in arranging for equipment, facilities, and agendas for assemblies and rallies.
- Verify that all participants in activities are eligible to participate.
- Assist club advisors and members with the technical aspects of their obligations, i.e., budgets, constitutions, financial procedures, minutes; offer assistance in planning their activities.
- Maintain activity announcements around school, i.e., bulletin board, students of the month, retreats, etc.
- Adhere to the California Education Code and carry out Board Policies and Administrative Procedures.
- Assume the responsibility for the safety and welfare of students.
- Provide other related duties as may be directed by the Principal.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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 usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.