



Job Description

Position:

Student Activities Director

General Description:

Under the direction of the Assistant Principal, plan, develop and implement a comprehensive and inclusive student activities program that promotes leadership and meets the diverse needs of the associated student body with opportunities for all students to be connected to the high school.

Essential Duties and Responsibilities:

- Serve as a classroom teacher with an assignment that includes, but may not be limited to, student governance.
- Plan, schedule, coordinate and supervise inclusive assemblies, rallies, dances, club activities, and ASB sponsored field trips.
- Establish and maintain the school's fundraising and activities master calendar.
- Collaborate with the athletic director to plan, coordinate, and implement campus programs, activities, and events.
- Collaborate with the assistant principal to coordinate student mentoring.
- Assist class advisors in planning student activities.
- Assist in the coordination of graduation.
- Coordinate and support the ticket sales process at home athletic events.
- Provide for the development of and monitoring of the Associated Student Body general fund budget, including student accounts, budget, receipts, expenditures, deposits, and revenue potential forms.
- Supervise the campaign, election, and appointment of class and student government officers.
- Participate in the California Activities Directors Association (CADA).
- Supervise the maintenance and inventory of student body owned supplies and equipment.
- Serve as a liaison between school and community for student activities.
- Assist in arranging equipment, facilities, and agendas for assemblies and rallies.
- Ensure that student clubs and organizations abide by the state laws and district policies.
- Work collaboratively with the assistant principal to verify that all participants in activities are academically eligible to participate.
- Coordinate activity announcements including bulletin boards, students of the month, and retreats.
- Adhere to the California Education Code, Title V, Title IX, and carry out Board Policies and Administrative Procedures.
- Abide by professional ethics standards established by Board Policy.
- Other duties as assigned.

Required Skills:

Ability to:

- Effectively collaborate with staff, students, parents, and the community to promote an inclusive environment, enhance student involvement, with the goal of consistently improving and enhancing school climate.

Knowledge of:

- Applicable references in the California Education Code, Title V, Title IX and Board Policies and Administrative Procedures.

Physical Requirements:

Ability to see for purposes of reading policies and printed material. Ability to understand speech at normal levels in person or on the telephone. Ability to communicate so others will be able to understand a normal conversation in person or on the telephone. Ability to operate necessary equipment including computers and computer software with dexterity. Ability to drive a vehicle to conduct work. Ability to occasionally lift/carry supplies, materials and equipment weighing up to 25 pounds. Ability to demonstrate mental acuity in the performance of job related duties and interactions with students and adults.

Working Conditions:

Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment.

Basic Qualifications:

- Successful teaching experience required
- Valid California teaching credential

Days:

Per the Lakeport Unified Teachers Association Master Agreement

Salary:

As set forth in the certificated schedule of extra service assignments.