

East Side Union High School District

Job Title: Director of Student Activities

Description of basic functions and responsibilities:

The Director of Student Activities, under the supervision of the principal or designee, is responsible for coordinating all school co-curricular activities. The Director assists in providing for effective communications for these activities between the Principal, the teachers, the students, the District and the community. In addition to the responsibilities listed below, the Director of Student Activities also performs other duties as requested by the administration.

Major duties and responsibilities:

Plan, organize, implement, supervise and/or assist with:

- A. Freshman orientation
- B. Homecoming parade and events
- C. Holiday assemblies and events
- D. Class competitions
- E. Multicultural assemblies
- F. Awards assemblies
- G. End of Year Activities (banquets, award ceremonies, picnics, etc.)
- H. School-wide projects (blood drives, food drives, clean-up days)
- I. Rallies and Spirit week events
- J. Club day
- K. Outdoor stage events
- L. Renaissance Faire
- M. Create, update, and publish activities calendar
- N. Plan, facilitate and organize 8th grade visits
- O. Dances
- P. Back to School Night
- Q. Honors ceremonies
- R. Graduation and senior class activities
 - i. order caps and gowns and distribute
 - ii. order announcements
 - iii. select photographer for graduation and Sr. panorama
 - iv. conduct practice
 - v. organize staff assignments
 - vi. organize Senior picnic

Supervise ASB Activities

- A. Conduct grade checks on officers
- B. Attend executive council/student council meetings
- C. Attend student senate and student forums
- D. Create ASB budget
- E. Order ASB supplies

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- F. Attend inter-club council meetings
- G. Organize elections
- H. Develop promotional campaign to sell ASB cards
 - I. Attend leadership retreats, camps, workshops, and lock-ins
- J. Supervise operation of student government
- K. Act as custodian of the ASB constitution
- L. Maintain all student owned supplies and equipment
- M. Assure the submission of constitution of all clubs to the student government for approval
- N. Coordinate and monitor all fundraising and fundraising policies

Coordinate faculty supervision schedule and monitor attendance of faculty

Arrange for police, faculty supervisions and custodians for school events

Participate on School leadership Team

Plan, organize and implement Link Crew

Coordinate daily announcements

Supervise sports program:

- A. Responsible for gate collections
- B. Organization of sports banquet
- C. Assist the Athletic Directors in the coordination of programs

Responsible for organization of:

- A. Identification card pictures
- B. Identification card replacement
- C. Senior portraits

Responsible for coordination of facilities usage:

- A. Maintain Calendar
- B. Verify insurance and collect fees

School Bank:

- A. Monitor purchases
- B. Monitor club balances
- C. Review and approve purchase documents
- D. Review annual report
- E. Work directly with bank personnel

Supervise school store

Supervise marquee messages

Assist Anytown advisor with annual camp

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Coordinate with theatre techs and theatre manager on sound and lighting for all school events

Attend district student lock-in

Maintain active membership in CADA and attend conferences

Supervise cheerleaders and cheerleader advisors and coaches

Assist administration with VIP visits and special events

Coordinate vending machines usage and work with the district and vending companies

Provide administration with student consultants for campus programs and projects

Assist the administration in the selection of vendors

Other duties and responsibilities

Provides other related duties as assigned by principal or designee

Supervision exercised or received

Works under the supervision of principal or designee

Minimum qualifications

Appropriate secondary teaching credential

At least two years successful teaching

Evaluation

Annually by the principal or designee