

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Student Activities Director High School	REPORTS TO:	Principal
DEPARTMENT:	Instructional Support Services	CLASSIFICATION:	Certificated
FLSA:	Exempt	WORK YEAR:	183 Days
BOARD APPROVAL:		SALARY:	Teacher=s Salary Schedule

BASIC FUNCTION:

Guide and coordinate the extra-curricular and co-curricular programs at a high school under the direction of the principal or his/her designee.

REPRESENTATIVE DUTIES:

Student Government

Supervise the campaign and election of class, legislative, and student government officers.
Supervise the organization and operation of the student government.
Coordinate student government meetings and direct proceedings.
Supervise maintenance of student government records and documents.
Supervise dissemination of all communications throughout the school.
Coordinate and supervise training of student government representatives and officers.

Social Functions

Help establish and maintain the school's social calendar.
Arrange for technical details such as police, parent chaperons, faculty chaperons, and custodial help, and offer assistance in procuring a location for events, entertainment, refreshments, and decorations.
Responsible for all financial transactions.
Coordinate responsibilities of chaperons.
Supervise guest cards and student conduct, and remain in attendance until students have departed.

School Activities

Arrange for location and equipment for activities and assist faculty advisors in planning events.
Supervise financial transactions and student receipts.
Maintain student body supplies and equipment and handle vendors.
Supervise ticket sales and maintain calendar for clearing and scheduling of events.
Assign campus space (rooms and grounds) other than regular classes to internal and external groups.

Assemblies and Rallies

Arrange and maintain assembly and rally schedules, equipment, facilities, and seating.
Supervise participants and spectators and screen content of agenda.

Athletic Events

In cooperation with the Athletic Director, supervise athletic events including spectators, but excluding athletes involved and preparation of the athletic schedule.
Arrange for personnel except officials involved in the event, including payment of personnel.
Assist band, song leaders, yell leaders, drill teams, and concessions groups with arrangements and supplies.

Clubs and Organizations

Insure that clubs and organizations comply with State laws and District policies.
Assist the principal in appointing club organization advisors and assist advisors and members with budgets, constitutions, financial procedures and activities planning.

Advise Inter-Club Council and assure submission of constitutions of new organizations to Associated Students.

Assure that clubs and organizations are properly chartered and file copies of constitutions with Associate Superintendent, Educational Services.

Financial Responsibilities

Supervise student receipts and accounts, including admission and concession income.

Supervise preparation and maintenance of student body budget and advise clubs and organizations in preparing and maintaining budgets.

Assign concessions and fund-raising activities and handle sale and control of student body cards.

Approve requisitions for expenditures from student body funds and show proper entry of expenditures in minutes of the Student Council.

Personnel Responsibilities

Responsible for activities program of the school.

Help prepare duty roster of faculty assignments to co-curricular activities and assign duties.

Assist with supervision of personnel at school functions.

Represent principal and staff with student government groups.

Coordinate custodial and audio visual staff at student activities.

Daily Bulletin and Announcements

Arrange for editing, publishing, distributing and broadcasting daily, weekly and monthly bulletins.

Approve special announcements, signs and posters about student activities.

Professional Responsibilities

Attend and participate in District, faculty, student leadership, school site administrative, Inter-School Student Council, and Student Activity Director's Council meetings.

Miscellaneous

Supervise editing, printing, financing, and distributing of student handbooks.

Assist in selection, ordering and distribution of class rings.

Assist seniors in ordering and distributing caps and gowns and announcements for graduation.

Coordinate selection, organization, implementation, and evaluation of school and group projects in conjunction with student organizations and faculty advisors.

Coordinate public information program.

Assume additional responsibilities, tasks, and duties as may be determined by the supervisor or his/her designee.

EDUCATION AND EXPERIENCE:

California credential authorizing secondary instruction.

Three years of successful teaching experience.

Successful sponsorship of student activities programs.

KNOWLEDGE AND ABILITIES

Ability to develop and implement student activities at the school level.

Ability to work effectively with large and small groups of people.

Knowledge of guidance and counseling techniques.

WORKING CONDITIONS

Light to moderate physical effort; frequent standing or walking; periodic handling of light weight parcels or supplies. Rapid paced work, moderate to high levels of stress. Indoor office or classroom environment.

CONTACTS

Daily contact with students, teachers, principal, counselors and parents. Frequent contacts with the general

public, representatives of community organizations and media representatives. Occasional contact with District administrative staff at all levels.

Direct activities related to classified employees including staffing, promotions, classification, salary, evaluations and employee counseling.

APPROVALS:

Melinda Homola
Associate Superintendent, Division of Human Resources

Date

Santiago V. Wood, Ed.D.
Superintendent

Date