

# ASSISTANT DIRECTOR OF STUDENT ACTIVITIES

JD LOCATOR: 3.06.4

Adopted: 10/10

REPORTS TO:	Building Principal and Director of Student Activities
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of extra-duty staff.

## JOB SUMMARY

Assists the Director of Student Activities with the planning, implementing, and carrying out of student activities to meet the needs of the student body in relation to the school and community.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.***

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**NOTE:** Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Assists in scheduling of all school facilities.
2. Provides assistance in planning, scheduling, coordination, and supervising assemblies, rallies, dances, club activities, parent nights, field trips, blood drives, activity buses, and graduation activities.
3. Assists the Director of Student Activities with Freshman Orientation/Transition.
4. Assists with the campaign, election, and appointment of class and student government officers.
5. Assists with the organization and operation of the student government including all records, documents, and meetings.
6. Serves as a member of the school climate committee.
7. Serves as an alternate member of the Community Recreation Board.
8. Assists in the maintenance and inventory of student body owned supplies and equipment.
9. Serves as the liaison between school and community for student activities in absence of the Director of Student Activities.
10. Meets with vendors and salesmen for student body supplies in absence of the Director of Student Activities.
11. Supervises the sale of tickets, etc., during the school day for student body sponsored events.
12. Assists in arranging for equipment, facilities, and agendas for assemblies and rallies.
13. Ensures that all clubs and organizations abide by the State Laws and District policies.
14. Verifies that all participants in activities are academically and behaviorally eligible to participate.
15. Assists club advisors and members with the technical aspects of their obligations (i.e., budgets, constitutions, financial procedures; offer assistance in planning their activities).
16. Responds to all parent concerns and calls. Responds to all staff concerns and email messages.
17. Assists in maintaining activity announcements around school, i.e., bulletin board, students of the month, retreats, etc.
18. Notifies school administration of need to leave the building between 7:00 am to 2:45 pm while working on business related to the position of Assistant Director of Student Activities.
19. Abides by professional ethics standards established by Board Policy.
20. Maintains punctuality for all prescribed functions.
21. Maintains all concessions; fills soda machines, snacks, etc.
22. Assumes the responsibility for the safety and welfare of students whenever a danger is observed on or about the campus.

23. Other duties as assigned by the principal or other administrative staff.

**QUALIFICATION REQUIREMENTS: *The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.***

#### SUPERVISORY RESPONSIBILITIES

Volunteers and students involved in assigned activities.

#### EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Valid Missouri Teaching Certificate
2. Minimum of three (3) years teaching experience
3. Current certificated staff member
4. Previous experience in student government as participant and/or advisor or related position (preferred).
5. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
6. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

#### COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to write reports and correspondence consistent with the duties of this position.
3. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

#### MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

#### REASONING ABILITY

1. Ability to interpret a variety of information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

#### OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
7. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.

- 8. Ability to work independently with minimum supervision.
- 9. Ability to use independent judgment and demonstrates initiative to act without being asked.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The demands of an extended workday (dances, games/events, etc.) require a high level of physical endurance.

**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.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. The work environment may vary from extremely cold to extremely hot depending on the activity and the season of the year. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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