

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

HIGH SCHOOL ACTIVITIES DIRECTOR

DEFINITION

Under direction of the Principal, High School, the High School Activities Director supports the educational programs of the District by coordinating, administering and supervising all student activities, student government and student organizations at an assigned school site.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Oversee and participate in the development of campus, class, and club activities.
2. Provide leadership/direction to student government and student council activities.
3. Supervise the campaign and election of class, club, and student government officers.
4. Coordinate all extra-curricular activities and related student events.
5. Develop and maintain a campus-wide calendar of events to coordinate campus events.
6. Collaborate with other school leaders to promote and maintain the cultural elements of a professional learning community.
7. Monitor the scheduling and appropriate use of facilities by outside agencies or groups.
8. Coordinate staff and administrator supervision of dances and school events.
9. Assign and supervise all custodial and security staff at school activities and home games.
10. Help to promote a positive school climate and school spirit through innovative, safe, and age appropriate activities.
11. Provide faculty with regular, clear and pertinent information about student programs and events.
12. Develop and implement the student activities budget; monitor and approve expenditures for ASB student activities.
13. Oversee ticket sales, collections, and accounting for all athletic and co-curricular events.
14. Supervise, observe, assess and evaluate certificated and classified performance ensuring all levels of staff adhere to District, state and federal educational and professional standards.
15. Facilitate ongoing communication with parents, PTA leaders, and community groups regarding events, activities, etc.
16. Act in an advisory capacity to the principal in matters related to the formulation and execution of school policies.
17. Assist with an effective school wide discipline and campus safety system maintaining guidelines for proper student conduct, enforcing discipline as necessary consistent with the due process right of students.
18. Assist in the development, implementation, interpretation and administration of policies, rules and regulations, and negotiated employee agreements.
19. Assist with orientation of new students and new certificated and classified staff to promote a positive, welcoming atmosphere.
20. Provide faculty with regular, clear and pertinent information about student programs and events.

EXAMPLES OF DUTIES (Continued)

21. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
22. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; current trends and research concerning the growth and development of school-age students; principles of school based management and shared decision making; human relations, conflict resolution strategies and team building principles and techniques; child guidance principles and practices; community relations; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; school improvement goals and objectives; basic accounting (accounts payable, accounts receivable and computer systems) principles; procedures and techniques related to the management of secondary school operations.

Ability to: Manage, plan, organize and coordinate the functions and activities of a high school; demonstrate positive interpersonal skills; demonstrate effective instructional, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; demonstrate organizational, time management, analytical and problem solving skills; monitor and administer the ASB budgetary income and expenditures; communicate effectively both orally and in writing using tact, and diplomacy; understand and carry out oral and written instructions; use interpersonal techniques with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; comply with the District's customer service standards, as outlined in Board Policy.

Experience: Three to five years of successful secondary teaching experience.

Credential: Valid California Teaching Credential; Valid California Administrative Services Credential.