
Position:	Director of Student Activities , Gr. 7-12	FLSA:	Exempt
Department/Site:	Educational Center (Gr. 7-12)	Salary Grade:	Admin.. Mgmt.
Reports to/Evaluated by:	Principal and/or Deputy Principal, Educational Center	Salary Schedule:	Admin.. Mgmt.

SUMMARY

To assist the Educational Center Grades 7-12 Administrators by coordinating the co-curricular program of the school so that students may be provided with a variety of programs, activities and events from which to choose for personal recreation, enrichment and valuable information.

DISTINGUISHING CAREER FEATURES

Receives direction from the Principal and/or Deputy Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs the organizing and planning of school social functions.
- Acts as the advisor to the student body organization and supervises student body elections.
- Maintains the activity record of all students for record purposes.
- Supervises the student body record keeping and coordinates the operation of the student store.
- Coordinates all financial student body contracts and recommends same to Principal for approval.
- Approves all posters and media to be distributed on campus.
- Advises all the pep groups.
- Coordinates K-12 Human Relations, spirit, and Character Counts activities with appropriate feeder school advisors and administrators.
- Performs other duties as may be assigned by the Principal or Deputy Principal.

QUALIFICATIONS

Abilities: Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to integrate a variety of support functions. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to solve complex problems requiring considerations of short and long-range implications. Requires the ability to communicate effectively in written and oral formats.

Physical Abilities: Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and telephone conversations.

Education and Experience: Requires a Bachelor's degree and three to five years experience as a teacher, coach or equivalent.

License(s) and/or Credential: A valid California Teaching Credential is required.