

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACTIVITIES DIRECTOR

BASIC FUNCTION:

Under the direction of the Principal, plan, direct and review the activities and operations of student activities, student government and student organizations at an assigned school site; coordinate assigned activities with other departments and outside agencies; train and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, direct and review the activities and operations of student activities, student government and student organizations at an assigned school site; develop, plan and implement program goals and objectives; recommend and administer policies and procedures.

Participate in planning and coordinating educational, recreational, social and cultural activities; coordinate program activities with other school organizations; establish and maintain a file of information related to a variety of programs in the extracurricular areas for presentation to student groups and their faculty advisors.

Direct, oversee and participate in the development of campus class and club activities; assign work activities, projects and programs; monitor and evaluate programs.

Develop and implement the student activities budget; monitor and approve expenditures for ASB student activities.

Supervise and evaluate the performance of assigned staff; participate in the selection of staff; provide or coordinate staff training; select and monitor class and club advisors.

Teach the student government class.

Develop and maintain a campus-wide calendar of events to coordinate campus events; organize and implement school assemblies, rallies and noon hour activities.

Provide personnel and security for school and student body sponsored events.

Prepare a variety of reports including program activity reports and financial reports for school events.

Serve as an advisor to the student government organization; promote student participation in student government.

Supervise school dances; assure compliance with site dance policies, District rules and regulations.

Develop social, cultural and educational programs and activities to encourage student and community participation.

Manage and supervise the campus student store and conduct periodic inventory of student store.

Operate a computer and other standard office equipment as assigned; operate a vehicle to conduct work.

Assist new clubs with the development process; provide club advisor and officer training; coordinate planning and activities with advisors to student organizations.

Assist the Principal with commencement activities; coordinate related committees and activities, such as cap and gowns.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of student activities and programs.

Organization, function and activities of the school.

Principles and practices of student government and related procedures.

Current practices in the organization and facilitation of student development, activities and student representation in schools.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and administer student government, activities and related programs.

Coordinate assigned activities with other departments and outside agencies.

Provide responsible and complex administrative support to the Principal.

Advise and instruct students.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.
Communicate effectively with diverse constituencies.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information.
See to read a variety of materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business or public administration or related field and two years of teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.