

TITLE: 4-12 ACTIVITIES DIRECTOR

REPORTS TO: 4-12 Building Principals

DIRECTED BY: 4-12 Building Principals

JOB GOAL: The 4-12 Activities Director will plan, implement, and carry out student activities to meet the needs of the student body in relation to the school and community.

PERFORMANCE RESPONSIBILITIES:

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed. *Other activities and responsibilities may be delegated by the building principal and are specific to the building assigned.*

1. Provides for the identification of 4-12 school activities and provide supervision of club advisors in conjunction with the building principals.
2. Assist club advisors and members with the technical aspects of their obligations – budgets, constitutions, financial procedures, fundraising, and publicity.
3. Monitors all clubs, their budgets, and activities.
4. Assist new clubs with the development process; provide club advisor and offer training; coordinate planning and activities with advisors to student organizations.
5. Supervise and evaluate the performance of assigned staff; participate in the selection of staff; provide or coordinate staff training.
6. Participate in meetings with the building principals and Athletic Director concerning student activities as needed.
7. Coordinate schedules and facility use; Send reminders of upcoming events.
8. Maintain records for each activity (roster, meetings, events).
9. Promote activities 4-12 through social media, newsletters, etc.
10. Develop and maintain promotional materials/website for activities offered in each school
11. Supervises activities, including evening activities, as assigned.
12. Establish and maintain standards of dress, scholarship, and conduct for participation and travel of students involved in activities.
13. Handle suspensions for participants who break school rules.
14. Act as a resource for activity staff.
15. Coordinate with Athletics and Band Boosters to plan and carry out the school's student activities.
16. Other duties as assigned by the administration

DESIRABLE QUALIFICATIONS:

1. Energetic and positive approach to responsibilities.
2. Drive to attain results; proven experience and effectiveness in improving student achievement in classroom and/or school.
3. Has a positive attitude; demonstrates compassion.
4. Self-motivated; able to accept criticism and grow as a result
5. Strong communication and organizational skills.

EDUCATION AND EXPERIENCE

1. Valid Wisconsin teaching credential.
2. Minimum of three years of classroom teaching experience.

TERMS OF EMPLOYMENT: 190-205 contract days as designated by District Administrator or designee

EVALUATION: Done annually by the District Administrator or designee.

Adopted: 07/16/18