

Liberty Union High School District
Human Resources

EXTRA-DUTY PAY JOB DESCRIPTION

JOB TITLE: **DIRECTOR OF STUDENT ACTIVITIES**

GENERAL DESCRIPTION:

Under the direction of the principal, the Director of Student Activities is a certificated employee who will take responsibility for organizing the program for the Associated Student Body, which includes overseeing the election of student officers, organizing the elected student officers into an effective student government consistent with local and state guidelines, and generally ensuring a rich variety of student activities at the school

SPECIFIC DUTIES:

- > Teach the Leadership class
- > Serve as advisor to the elected student body leaders as they run the school's student government
- > Recruit, train, and monitor other certificated employees serving as class or club advisors
- > Ensure that student clubs are created and operate according to school and district guidelines
- > Ensure that fund-raisers proposed by student clubs get prior approval from appropriate site and, when appropriate, district administration
- > Maintain good communication with the Financial Clerk and Student Body Treasurer to help ensure appropriate handling and accounting for funds raised by student organizations
- > Help supervise evening student activities, including school dances, spirit rallies, and club events
- > Assist in the orientation and transition into high school of new 9th graders
- > Take overall responsibility for planning and implementing the annual Homecoming activities, including liaisoning with appropriate people and organizations beyond the school campus
- > Take general responsibility for boosting "school spirit" among the student body

QUALIFICATIONS:

- > Excepting special circumstances, must be a credentialed teacher or counselor at the school
- > Prior experience in high school student government, either as staff or student
- > Outgoing, extroverted personality preferred
- > Knowledge of school, district and applicable legal guidelines for student organizations
- > Comfortable speaking before a large audience of students, staff or parents

COMPENSATION:

Stipend identified in the LEA Contract (TBD)
One period reduction in work load per district formula

IMMEDIATE SUPERVISOR:

Principal

AFTER-HOURS COMMITMENT:

Intermittent, may be 10-12 hours per week during peak times such as Homecoming, other weeks will be 0-2. Must attend school dances and evening spirit rallies, club/class evening events optional unless assigned