

RIALTO UNIFIED SCHOOL DISTRICT

ACTIVITIES DIRECTOR

Job Description

DEFINITION

The Activities Director reports directly to the Principal and has the primary responsibility of coordinating campus activities. The Activities Director will be responsible for student organizations and activities and will work closely with staff, students, and parents.

ESSENTIAL DUTIES

- x Leadership/Student Council class on a daily basis.
- x Coordinates the scheduling and facilities use for all extracurricular activities.
- x Assists administration with the development of the school master calendar.
- x Supervises the ASB financial secretary in the implementation of all accounting procedures.
- x Assumes responsibility for all legal requirements related to ASB accounts and activities.
- x Provides in-service training related to extracurricular activities for coaches, club advisors, and other participating staff.
- x Communicates with students, parents, and staff on a regular basis concerning extracurricular activities.
- x Advises and supervises the Student Council in the planning and executing of school-wide ASB activities.
- x Confers with vendors concerning ASB purchases and contract proposals.
- x Ensures that the ASB budget remains solvent through the implementation of appropriate fund raising activities.
- x Any other duties assigned by the principal.

QUALIFICATIONS

Knowledge of:

- x Public relations/written and oral communications.
- x ASB budgetary procedures

Ability to:

- x Interact with students, adults, and the community
- x Motivate students involved in student organizations

Experience and Education:

- x Possession of a valid California teaching credential and EL authorization
- §~îe†QapçŒ³)Y^îe e†^KKPK(«à x

Physical requirements (cont.):

Bending: Frequently
Lifting: Frequently
Reaching: Frequently
Handling: Frequently

Sitting: Occasionally
*Driving: Occasionally
Walking: Frequently
Push/Pull: Occasionally