Irvine Unified School District

DIRECTOR OF ACTIVITIES

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

STUDENT GOVERNMENT:

- Work with ASB Cabinet and assume responsibility for management, organization and operation of student government
- Supervise directly all student elections: ASB, Class Council, Homecoming, Prom Court, etc.
- Supervise all ASB Cabinet meetings and advise their proceedings.
- Supervise the maintenance of all student government records and documents.
- Teach the student leadership class.
- Assist class council advisors in the proper operation of class council government.

ADMINISTRATIVE RESPONSIBILITIES:

- Work directly with the Athletics/Activities Administrator and Athletic Director
- Work directly with the Athletics/Activities Administrator to establish, publish and maintain The Master Calendar.
- Supervise and control student conduct at "all-school" events.
- Work directly with Pep Squad, Drill Team and Band Advisors/Directors in selection process and operation of these groups and their activities.
- Supervises designated staff chaperons at ASB events and coordinates chaperon responsibilities.
- Supervise the Student Activity Center with assistance from the Athletic Director and center secretary.
- Coordinate with Athletics/Activities Administrative use-of-facilities requests.
- Sit as a member of the principal's cabinet.

PERSONNEL RESPONSIBILITIES:

- Supervises all co-curricular personnel .
- Directly responsible to the principal for the school activities program.
- Assist the Athletic/Activities Administrator in preparation of the supervision duty roster of faculty assignments to all co-curricular activities.
- Coordinate and supervise, with assistance of the Plant Supervisor, custodial duties at student activities.
- Assist the Athletics/Activities Administrator in concert with the Athletic Director in the evaluation of the Activities Secretary.

FINANCIAL RESPONSIBILITIES:

- Oversee all ASB Financial Activity Accounts with the assistance of the Athletics/Activities Administrator: including supervision, preparation and maintenance of the ASB Budget.
- Assign concessions and fund-raising activities (with administrators involvement).
- Coordinates and approves (with administrators involvement) all student/organization sales projects whether on or off campus.
- Insures adherence to proper accounting procedures for all sales incomes and expenses.
- Coordinate and supervise the sale and control of ASB cards.
- Approve all cash disbursement requests for expenditures from ASB funds.
- Supervise, coordinate and in-service staff and students proper handling and disbursement procedures for ASB funds.

SCHOOL TIME ACTIVITIES:

- Coordinate planning of all in-school activity events.
- Assist faculty advisor for these events.
- Handle vendors and salesmen for ASB supplies, equipment, sales, etc..
- Assist the yearbook advisor in publication of the yearbook.

- Assist class advisors and councils with proper selection, ordering and distribution of class items such as rings, caps and gowns, senior pictures, announcements, prom bids, etc..

ASSEMBLIES AND RALLIES:

- Arrange and maintain assembly and rally schedules.
- Assist in arranging for all equipment and facilities needed for assemblies and rallies, assist in supervising assembly/rally participants and spectators.
- Supervise arrangement for all assemblies and rallies.
- Supervise the agenda and screen the content for all assemblies and rallies.

ATHLETIC EVENTS:

- Supervise and coordinate stadium operations for all home football games.
- Arrange for all personnel, except officials, involved in the supervision and operation of the athletic event including payment of these persons.
- Provide the visiting school with maps, directions and other information they need.
- Work in concert with the Athletic Director and coaches on the technical aspects of specific events: proper handling of receipts and expenses, supervision, vendor agreements, etc..

CLUBS AND ORGANIZATIONS:

- Supervise and coordinate all club activities as they pertain to all school activities program .
- Insure that all clubs and organizations abide by state laws and district policies regarding hazing, membership policies, financial procedures and constitutions.
- Assist club/organization advisors and members with technical aspects of their obligations such as constitutions, budgets, ASB financial procedures and activity planning.
- Assure submission of clubs/organizations constitutions and proper chartering of new and continuing clubs/organizations.
- Advise the Inter Club Council.

MISCELLANEOUS:

- Supervise preparation of student bulletins - oral and written.
- Approve the display or posting of all signs and posters.
- See to maintenance and upkeep of student body owned equipment and supplies.
- Attend and actively participate in League and Regional C.A.D.A. meetings.
- Supervise appropriate use of student message Kiosk.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions.

The noise level in the work environment is usually moderate.

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