

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	STUDENT ACTIVITIES DIRECTOR	File 420
Reports to:	Principal	
Job Objectives:	Administers the student activities program. Promotes close working relationships with parents. Keeps the principal informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio teacher's license or certificate appropriate for the assignment.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.· Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Directs the effective delivery and continuous improvement of a school sponsored student activities.· Upholds board policies and follows administrative procedures.· Maintains visibility. Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.· Administers the board-approved budget. Consults with staff to evaluate program needs. Approves the purchase of program supplies. Ensures the equitable apportionment of program resources.· Formulates short- and long-range program plans.· Develops and maintains a student activities calendar. Monitors scheduling activities to prevent conflicts and ensure the efficient use of district facilities.· Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.· Respects personal privacy. Maintains the confidentiality of privileged information.· Participates in staff selection processes. Monitors staff performance. Offers guidance to enhance skills. Promotes the development of staff leadership.· Encourages student involvement in student activities.· Provides guidance, communicates high expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.· Maintains high standards and upholds the student conduct code.· Helps staff deal with discipline issues. Prepares student conduct and discipline recommendations for the principal's consideration.· Organizes and participates in student and staff recognition programs.· Implements procedures to protect school property and help ensure the health,	

- safety, and well being of students, staff, and visitors.
- Arranges transportation and lodging for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Encourages parent organizations. Supports and participates in school and student activities as time permits.

- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities The following characteristics and physical skills are important for the successful

Required: performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Under the direction of the principal: plans work assignments, provides instructions,

Responsibility: and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

Working Exposure to the following situations may range from remote to frequent based on

Conditions: circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.

- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance

Job performance is evaluated according to the policy provisions adopted by the

Evaluation:

Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.