

ACTIVITIES DIRECTOR/TEACHER

BASIC FUNCTION:

Under the direction of the site administrator to coordinate, oversee and attend all student activities.

ESSENTIAL JOB FUNCTIONS:

Maintain and develop a balanced ASB budget.

Sponsor Student Council:

- *Attend all ASB events and functions.
- *Represent the school on District D & I Committee.
- *Attend school board meetings for CHS student report.
- *Direct the Publicity Commissioner in updating the marquee.
- *Direct the Election Commissioner in all school elections.

Oversee School Assemblies:

- *Chair the Assembly Committee.
- *Arrange seating for student body.
- *Schedule all assemblies--contact performers, puts on master calendar, etc.
- *Monitor all assemblies for content, value appropriateness.

Oversee School Field Trips:

- *Schedule field trips on master calendar.
- *Inform transportation of trips and cancellations.
- *Submit completed application to District Office for approval.

Oversee Senior Career Day.

Oversee Student Awards:

- *Selection of Boys'/Girls' State.
- *Jim Hayes Award.
- *Serve as member of the Recognition Committee.
- *Senior Speakers and National Anthem.

Oversee senior activities.

Oversee school clubs and assist advisors.

Oversee school pictures.

Oversee ASB elections.

Coordinate Senior Farewell with Assistant Principal.

Oversee fund raising activities--on campus monitor.

Coordinate selection of class rings.

Check eligibility of all activities.

Teach Leadership Class.

Demonstrate knowledge of student growth and development by identifying student needs, and, when necessary, referring to appropriate resources, such as health and psychological services.

Demonstrate sensitivity to gender and ethnic equality.

Work cooperatively with District staff, support personnel, local school staff, and parents to coordinate effective learning activities for students.

Supervise pupils in out-of-classroom activities during the assigned work time.

OTHER FUNCTIONS:

Position will consist of 3 periods of Activities Director and 3 periods of teaching.

Perform related duties as assigned.

KNOWLEDGE AND ABILITY TO:

Plan, present, and prepare lessons.

Maintain a climate conducive to student learning.

Utilize classroom discipline strategies.

Develop and maintain open channels of communication between home and school.

Develop and maintain an atmosphere of mutual respect among students, teachers, and staff.

Evaluate academic progress.

Keep records that meet the needs of students, school, and District.

Adhere to curricula objectives and participate in curriculum development.