

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Activity Director—High School

DEPARTMENT: High School Education

REPORTS TO: Building Principal

POSITION SUMMARY: Under the direction of the Principal or designee, the Activity Director develops, coordinates, manages, supervises, and implements curricular and extra-curricular programming to support of and as an advocate for high school students as they learn to lead and serve the Associated Student Body and the learning community. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

ESSENTIAL FUNCTIONS:

- Create, direct, coordinate, prioritize and manage activity programs that connect all students, including those traditionally underrepresented, to their learning community so that their skills in communication, group processes, leadership, human relations, and self-awareness improve and grow.
- Implement, manage, and supervise student leaders through associated student body activities that include student organizations, assemblies, fundraisers, recognition events, service learning, cultural events, and community events.
- Work with students to develop, monitor, and utilize the bylaws and constitutions of the ASB to assist students with governing the ASB.
- Coordinate a student welcoming program for students new to campus.
- Recruit, train, supervise and evaluate all advisors in the activity program.
- Coordinate and allocate co-curricular stipends and supplemental contracts for the activity programs.
- Coordinate and provide training and coaching for building staff necessary to implement and maintain the Activity Program.
- Coordinate the development of a year-long calendar for student activities and share with the appropriate stakeholders.
- Facilitate, advise, and collaborate on all student KingCo Interhigh events, Intra-District Student Council activities, and when other community organizations request student representation.
- Serve as District representative to community groups such as Boosters, PTSA, and the School Board regarding student activities.
- Communicate with, attend meetings, and serve as liaison with other ISD, KingCo League, and Washington Activity Directors.
- Coordinate facility use for activities with other school events and district events as appropriate.
- Facilitate a balance in athletic, activities and academic recognition.
- Insure that student activities follow building, district and state guidelines and procedures.
- Oversee campus publicity, including electronic communication, posters, bulletin boards, reader boards, etc. .
- Coordinate and communicate student leadership development opportunities and training.
- Oversee eligibility process and election/selection of students in various activity programs.
- Oversee, manage and evaluates ASB fiscal resources to support extra-curricular programs and legal responsibilities.
- Oversee and direct ASB budget development, inventory, fundraising and expenditures by using an appropriate accounting system in accordance with district guidelines.
- Administer the use of ASB equipment and supplies, relative to student activities.
- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the Principal or designee and other stakeholders.
- Kindle excitement about learning encouraging flexible and critical thinking and the development of communication skills.
- Assess the needs of the students and provide a suitable learning environment to meet their needs.
- Follow the adopted curricula, attending staff meetings and other professional meetings as necessary.

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- Utilize appropriate classroom management in the classroom and ensure a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize student on-task time.
- Maintain safe and healthful conditions in the classroom and report promptly to a building administrator any serious accident or illness affecting students in the classroom.
- Evaluate each pupil’s educational growth and development and make periodic reports to parents or guardians as well as to the designated school administrator. Provide evaluative feedback to students including prescribing ways to maintain progress and overcome difficulties.
- Plan, prepare and provide an instructional program, including the preparation of lesson plans as necessary so that the instructional program is uninterrupted in the event of the teacher absence.
- Continue to improve classroom methods and techniques by attending workshops, summer school, professional meetings or conferences, and keeping abreast of current educational innovations through professional literature.
- Work cooperatively with a building team in planning, supporting and providing instruction and share with other staff the responsibility for supervision of activities and student behavior outside the regular classroom.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Encourage and provide the structure for ongoing, meaningful involvement of parents and community members in the classroom and school.
- Use technology to provide challenging instruction to students of all learning levels.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Bachelors or Master’s degree or Doctorate from an accredited college or university.

EXPERIENCE: Academic background and coursework in the discipline of the position to be filled. Successful teaching experience and effective work with high school age students preferred.

CERTIFICATES & LICENSES: Valid Washington State teaching certificate with relevant endorsement. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: Valid Washington State teaching certificate with relevant endorsement required. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

REQUIRED TESTING: None Specified

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Issaquah Education Association (IEA)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date