

Rocklin Unified School District

JOB TITLE: Student Activities Director

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

The Student Activities Director works under the immediate supervision and direction of the Principal. The Student Activities Director will plan, implement, and carry out student activities to meet the needs of the student body in relation to the school and community.

SUPERVISOR: Principal

TYPICAL DUTIES:

Supervise the campaign, election, and appointment of class and student government officers.

Supervise and advise the organization and operation of the student government including all records, documents, and meetings.

Establish and maintain the school's social fundraising and activity calendar.

Responsible for all financial matters; supervise student accounts, budget, receipts, and expenditures. Approve all requisitions for expenditures from student body funds.

Supervise the maintenance and inventory of student body owned supplies and equipment.

Meet with vendors and salesmen for student body supplies, candy, equipment, and soda contracts.

Supervise the sale of tickets, etc., during the school day for student body sponsored events.

Arrange and maintain assembly and rally schedules. Assist in arranging for equipment, facilities, and agendas for assemblies and rallies.

Assign and assist groups involved in concessions at home games.

Ensure that all clubs and organizations abide by the State laws and District policies.

Assist club advisors and members with the technical aspects of their obligations, i.e., budgets, constitutions, financial procedures; offer assistance in planning their activities.

Handle the sale and control of student body cards.

Maintain activity announcements around school, i.e., bulletin board, students of the month, retreats, etc.

Adhere to the California Education Code, Title V, and carry out Board Policies and Administrative Procedures.

Abide by professional ethics standards established by Board Policy.

Maintain punctuality for all prescribed functions.

Assume the responsibility for the safety and welfare of students whenever a danger is observed on or about the campus.

Participate cooperatively in the development of the school budget.

Perform other related duties as assigned by the Principal.

EMPLOYMENT STANDARDS:

Bachelor's Degree with a valid California Teaching Credential.

DESIRABLE QUALIFICATIONS:

Teaching experience at grade level or subject area assigned; Master's Degree and/or post graduate course work.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

Adoption Date: 3/3/93