

# SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

## TEACHER, ACTIVITIES DIRECTOR

### JOB DESCRIPTION

**JOB CODE:** 510700

**BARGAINING UNIT** Yes

**ELIGIBILITY:**

**FLSA:** Exempt

**SALARY SCHEDULE:** Instructional

#### QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution.
- (2) Certified or qualified in accordance with Florida Statutes and State Board Rules.
- (3) Meet Federal Highly Qualified Guidelines as applicable.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan and organize. Ability to schedule and coordinate a variety of activities. Knowledge of State statutes and rules as well as local School Board policies related to job assignment. Knowledge of the Code of Ethics and Principles of Professional Conduct. Skill in oral and written communication with students, parents and others. Ability to maintain appropriate student supervision so that students have a safe and orderly environment. Ability to promote the activities program to the students, parents and the community. Skill in using a computers for word processing and desktop publishing. Ability to establish and maintain effective working relationships.

#### REPORTS TO:

Principal

#### JOB GOAL

To assist the Principal in planning and implementing a school activities program to promote growth and maturation of students.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Maintain and distribute an up-to-date calendar of school events.
- \* (2) Organize ninth, tenth, eleventh and twelfth-grade sponsors and coordinate class activities.
- \* (3) Assist in the training of student officers; monitor (when appropriate) the handling of club monies; provide structure for the promotion of club competition at the district, state or national level.
- \* (4) Assist with scheduling assembly programs, pep rallies, dances, field trips and off-campus dinners.
- \* (5) Assist the supervision of student after-school activities schedule, with the exception of athletic contests.
- \* (6) Assist with supervising graduation activities, including grad night, class night, graduation and rehearsal.
- \* (7) Schedule ordering and distributing of senior announcements and caps and gowns.
- \* (8) Coordinate fund-raising projects and maintain calendar for sales.

**TEACHER, ACTIVITIES DIRECTOR (Continued)**

- \* (9) Coordinate publicity for activities: send activities and awards information to the district Public Information Officer and local newspaper; assist in preparing parent newsletter; assist in the approval of activity information posters placed on campus.
- \* (10) Maintain records of student awards.
- \* (11) Assist guidance department with scholarship and award applications as appropriate.
- \* (12) Foster student responsibility, appropriate social behavior, integrity, appreciation of cultural diversity, and respect for self and others by role modeling and learning activities.
- \* (13) Communicate effectively, orally and in writing with other professionals, students, parents and community.
- \* (14) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student's needs.
- \* (15) Engage in continuing improvement of professional knowledge and skills.
- \* (16) Demonstrate punctuality and regular attendance.
- \* (17) Assist in enforcement of school rules, administrative regulations and Board policy.
- \* (18) Comply with policies, procedures and programs.
- \* (19) Act in a professional and ethical manner and adhere to at all times to the code of Ethics and principles of professional conduct.
- \* (20) Support school improvement initiatives by active participation in school activities, services and programs.
- \* (21) Manage materials and equipment effectively.
- \* (22) Instruct and supervise the work of volunteers and aides when assigned.
- \* (23) Supervise students at all times to ensure a safe and orderly environment.
- \* (24) Maintain accurate and complete records in accordance with District procedures.
- \* (25) Maintain confidentiality of student and other professional information.
- \* (26) Conduct personal assessment periodically to determine professional development needs with reference to specific instructional assignment.
- \* (27) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting actions.
- (28) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Addendum No. 10**

Adopted: 7/20/10