

Job Title: Student Activity Manager

Wage/Hour Status: Exempt

Reports to: Principal

Pay Grade: TBAM

Dept/School: Assigned Campus

Date Revised: May 10, 2023

Primary Purpose

Coordinate assigned student activities and services.

Qualifications

Education/Certification

Bachelor's Degree
Valid Texas Teacher Certificate

Special Knowledge/Skills

- Demonstrated ability as a classroom teacher
- Thorough understanding of school operations
- Strong organizational, communication, and interpersonal skills
- Ability to coordinate campus support operations

Experience

Three (3) years teaching experience

Major Responsibilities and Duties

Program Management

1. Provide leadership and direction to the student activity leaders in the school.
2. Coordinate the student activities as a planning and information center parents and students.
3. Organize and make the arrangements for the Project Graduation party held after graduation exercises.
4. Organize the aspects of the graduation exercises.
5. Responsible for advising cheerleader squads and for mascot and cheerleader try-outs, uniform selection, discipline, fund-raising etc.
6. Sponsor the Student Council, which includes supervising weekly meetings, monthly district meetings, biannual district conventions, and attendance at state convention and/or summer workshop.
7. Sponsor other events, such as, dances, rallies, homecoming, and service projects like blood drives, school safety, alcohol and drug awareness programs, faculty and staff appreciation, community service, etc.
8. Assist organizations and civic clubs in selection of student representatives for various honors.
9. Provide scheduled leadership classes to promote student leadership development.
10. Promote community service projects for students both on campus and in the community.
11. Monitor student service hours and graduation cords for community service.
12. Perform other assigned duties as required by supervisor.

Policy, Reports and Law

13. Keep informed of and comply with the regulations and policies of the local, district, state, and school concerning student activities.
14. Inform the principal promptly of all cases of extreme danger or disaster where it would be necessary to set aside Board Policy or Administrative Regulations.

Budget and Inventory

15. Correlate the activity budget and necessary fund-raising for various events on campus.
16. Facilitate new student orientation.
17. Manage the processing of student I.D.'s during registration and throughout the year first two weeks of school.
18. Provide for close supervision of extracurricular activities, facilitate transportation when needed.

Communication and Community Relations

- 19. Serve on the PTSA or City Council PTSA.
- 20. Serve as liaison between administration, parents, student body, and community.
- 21. Develop and initiate programs in order to improve communications among faculty, students, and community.

Supervisory Responsibilities

Supervise assigned personnel.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Occasional prolonged and irregular hours.

Terms of Employment

190 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.