

## **FALLBROOK UNION HIGH SCHOOL DISTRICT**

### **JOB DESCRIPTION: Associated Student Body Activities Director**

**DEFINITION:** Certificated management position responsible for teaching student leadership classes, directing and calendaring all school site student activity programs, and insuring the integrity of the financial management of all student body funds.

**EXAMPLES OF DUTIES -** Duties may include, but are not limited to the following:

- Teach the Leadership Class
- Direct responsibility for ASB Budget, Bookkeeping procedures and protocol
- Oversee all student activities and events
- Develop yearly activity calendar and communicate with stakeholders
- Coordinate and lead all pep rallies and assemblies, including Renaissance type assemblies
- Oversee Class Competitions
- Attend CADA, CASBO, CASL, and North County Conference functions
- Coordinate and oversee Air Band competitions
- Coordinate and oversee Nominating Convention
- Create and oversee Class advisors system
- Develop club advisor handbook, and oversee club financial procedures
- Oversee Marquee displays and ASB communication
- Oversee student store/spirit shop
- Supervise athletic and school events and organize ticket sales and concessions
- Oversee Student Senate meetings
- Oversee ASB Bid Process
- Coordinate, with the Principal, the Staff Recognitions program
- Meet regularly with Administrative staff to coordinate and articulate ASB events
- Coordinate and direct student leadership camp
- Supervise and be responsible for: club rush, homecoming, senior parking, senior night, back-to-school night, festival of culture, dances, elections, Youth Fair, Prom Grad Night, Breaking Down the Walls
- Coordinate, with the Principal, graduation practices and ceremony
- Other duties as assigned

### **EXPERIENCE, EDUCATION, KNOWLEDGE & ABILITIES:**

- Expertise in all aspects of Associated Student Body Activities including:
  - Leadership Class
  - ASB Finance & Budget
  - ASB Bid Process
  - Creating & managing a yearly activity calendar

- Experience in all aspects of ASB activities and responsibilities
- Interpersonal skills
- Effective communication skills
- Organizational skills

**LICENSES, WORKING CONDITIONS, AND OTHER REQUIREMENTS:**

- Must hold a current California Teaching Credential
- Must hold a valid California Drivers license
- Must be comfortable in office, classroom, training, and field environments
- Be able to work after regular school hours including evenings and weekends
- Be able to work in multiple facilities and a wide variety of environments
- Be willing to drive a vehicle to conduct work if needed.

**Physical Abilities:**

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines
- Able to conduct verbal conversation and hear normal range verbal conversation (60 decibels)
- Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner
- Ability to sit, stand, stoop, kneel, bend and walk
- Ability to sit for sustained periods of time
- Ability to climb slopes, stairs, steps, ramps and ladders
- Able to lift and carry up to 30 pounds occasionally. Able to push and pull objects weighing up to 30 pounds
- Able to exhibit full range of motion for shoulders, elbows, back, hips, knee.

**SALARY:** Range 1 of the Certificated Management Salary Schedule

**SUPERVISOR:** Assistant Principal in charge of ASB is the immediate supervisor.  
School Site Principal is the ultimate supervisor.

**WORK YEAR:** The work year will be concurrent with the school calendar (183 days) plus 33 additional days for a total of 216 days.

JOB DESCRIPTION: ASB DIRECTOR

ADOPTED 2/11/02

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