

Hinsdale High School District 86 Job Description

Job Title: Director of Student Activities

Calendar Work Days: 10 Months

Supervisor: Principal

Status: Exempt - HHSTA

POSITION SUMMARY

The Director of Student Activities is responsible for providing strategic leadership, vision, and oversight for the planning, development, and implementation of a diverse and inclusive student activities program that enhances student engagement, leadership development, and campus life.

QUALIFICATIONS- EXPERIENCE - KNOWLEDGE:

- Active Illinois Professional Educators License
- Teaching experience preferred
- Ability to accurately assess the effectiveness of student clubs, activities and non-athletic extracurricular activities.
- Ability to organize personnel, materials and facilities into an effective extra-curricular environment.
- Ability to monitor, evaluate and report program effectiveness.
- Ability to engage students in school-wide efforts to build a strong sense of community and facilitate increased student involvement.
- Qualified evaluator preferred

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

Administers and coordinates the student activities program.

Essential Duties:

- Meets with club and activity sponsors to establish goals, review membership criteria, review school policies and review progress on a regular basis.
- Develops and manages annual activities budget and fund accounts.
- Approves/denies and processes all activity requisitions and withdrawals from activity accounts.
- Screens, approves and coordinates all student fund raising activities.
- Develops an annual master calendar.
- Maintains student accountability, e.g., monitor student fees and fines, Code of Conduct and eligibility.

Supervises and evaluates non-athletic extracurricular staff and programs.

Essential Duties:

- Recruits, supervises, evaluates and recommends annual employment of all staff assigned to clubs and activities.
- Provides professional development opportunities for sponsors.
- Prepares annual club and activity report that includes student participation data, future needs and recommendations regarding the addition or elimination of clubs and activities.
- Assures that club and activity sponsors maintain rosters, attendance records and constitutions.
- Schedules facilities, custodians, maintenance, security and chaperones for all school events under his/her supervision.

- Approves activity-related field trips.
- Coordinates school sales of class rings, graduation announcements and caps and gowns.
- Works with school alumni to support class reunion efforts.
- Approves and monitors school advertising (i.e., bulletin boards and event posters).

Student Leadership

Essential Duties:

- Organizes and presents leadership opportunities that include leadership skills, knowledge of parliamentary procedure, communication skills and conflict resolution strategies.
- Recruits and retains student leaders.
- Meets regularly with student government and class boards to facilitate discussions and relationships between and among students and administrators/Board of Education members.
- Meets regularly with club leaders to coordinate school-wide events.
- Develops an all-school governmental council consisting of representatives from athletics and activities to create a unified voice to the administration.

School Community and Climate

Essential Duties:

- Organizes and implements a series of student assemblies including awards and educational programs.
- Develops and presents programs to encourage student involvement in co-curricular activities.
- Provide effective transition to the social environment of high school for incoming freshmen and transfer students.
- Contacts parents regarding extra-curricular activities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and see, talk and hear. The employee is required to reach with hands and arms and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 25 pounds on occasion and up to 10 pounds regularly/daily. Some assignments require the employee to be able to work with chemicals (Science, FACS, etc.). Some assignments require being outdoors in hot or cold weather (Band, PE, etc.) Some assignments require working with specialized equipment (FACS, Tech Ed, etc). Specific vision abilities required by this job include close vision, such as to read typed or hand written material. Frequent computer work required. The noise level in the work environment is that of a high school and can be loud when in places like gyms and cafeterias. The employee is continuously interacting with students and staff.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Notice of Nondiscrimination:

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

NON-DISCRIMINATION COORDINATOR

Jodi Bryant

Assistant Superintendent of Human Resources

Updated April 2025

5500 South Grant Street
Hinsdale, IL 60521 630-570-8008

For further information on notice of non-discrimination, visit
https://ocrcas.ed.gov/contact-ocr?field_state_value=652 for the address and phone number of the
office that serves your area, or call 1-800-421-3481