



**JOB DESCRIPTION**  
SCHOOL DISTRICT U-46  
HUMAN RESOURCES

<b>Position / Title:</b> Assistant Activities Director	
<b>Bargaining Unit:</b> NAC	<b>Department/Location:</b> HS Activities
<b>Calendar Days:</b> N/A	<b>Reports To:</b> Building Athletic/Activities Director
<b>JD Revision Date:</b> 12/11/2023	<b>Supervises:</b> N/A

**Function / Position Summary**

To build and maintain a high-quality Activities Program, focusing on student-centered activities, building involvement, and promoting school spirit across the school. Responsible for assisting the Activities Director in the delivery of the overall student activities program. Additionally, he/she is responsible for but not limited to areas of event supervision, staff development, equipment inventory, facility and contest management, and web/media relations. Frequent night and weekend work required.

**Job Duties / Responsibilities**

- Responsible for securing personnel for activity event supervision.
- Meet with staff to provide instruction and expectations for supervision responsibilities prior to first contests.
- Log all faculty supervision information on a designated spreadsheet and submit to the Athletic/Activities Director for proper processing.
- Assist with maintaining records of student activity participation.
- Assist with facility scheduling.
- Assist with updating the activity list and information on the school website.
- Set up workers, get them signed in and signed out on a timesheet.
- Supervise- attend all events agreed upon with the Activities/Athletic Director, acting as the official High School representative.
- Be familiar and prepared with emergency and safety procedures (severe weather, fire, etc.)
- Make sure all equipment is secured at the end of the event.
- Maintain equipment associated with the activity.
- Other duties as assigned.
- Communicate effectively with parents, students, administrators, teacher colleagues, and community leaders.
- Demonstrate prompt and regular attendance.
- Create an environment appropriate for the physical, social, and emotional development of students.
- Cultivate a positive, harassment-free culture which motivates students through the use of effective communication and constructive feedback.
- Attendance at UEC Activities Summit
- Attendance at Freshman Orientation and incoming 8th Grade Night, as applicable.

**Education**

- Bachelor's Degree in Education preferred
- Appropriate Professional Educator's License (PEL) preferred
- OR-
- High School Diploma required
- Related coursework and/or previous related experience required



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#### **Experience / Knowledge**

- Ability to communicate clearly and concisely, both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback, and to conduct conferences as needed with parents, students, administrators, or other teachers.
- Strong communication, public relations, and interpersonal skills.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Display courtesy, tact, and respect when dealing with others.
- Maintain appropriate confidentiality.
- Establish and maintain effective working relationships; demonstrate a commitment to teamwork.
- Ability and willingness to learn and refresh job skills through professional development in order to meet the changing needs of this position.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent unscheduled interruptions, and perform duties and tasks at expected levels of professionalism.
- Spanish language skills are preferred.

#### **Physical Demands**

- Requires physical exertion to manually move, lift, or carry heavy materials or equipment.
- Must work in noisy and crowded environments.

#### **Terms of Employment**

- This is an Appendix F stipend position in accordance with the school year calendar.
- For Non-ETA Coaches: this position is for this year only.
- Terms of employment will be determined in collaboration with the athletic/activity director.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_