



# RIALTO UNIFIED SCHOOL DISTRICT

## ACTIVITIES DIRECTOR Job Description

### DEFINITION

The Activities Director reports directly to the Principal and has the primary responsibility of coordinating campus activities program. The Activities Director will be responsible for student organizations and activities and will work closely with staff, students, and parents.

### ESSENTIAL DUTIES

- Leadership/Student Council class on a daily basis.
- Coordinates the scheduling and facilities use for all extracurricular activities.
- Assists administration with the development of the school master calendar.
- Supervises the ASB financial secretary in the implementation of all accounting procedures.
- Assumes responsibility for all legal requirements related to ASB accounts and active.
- Provides in service training related to extracurricular activities for coaches, club advisors, and other participating staff.
- Communicates with students, parents, and staff on a regular basis concerning extracurricular activities.
- Advises and supervises the Student Council in the planning and executing of school-wide ASB activities.
- Confers with vendors concerning ASB purchases and contract proposals.
- Ensures that the ASB budget remains solvent through the implementation of appropriate fund raising activities.
- Any other duties assigned by the principal.

### QUALIFICATIONS

#### Knowledge of:

- Public relations/written and oral communications.
- ASB budgetary procedures

#### Ability to:

- Interact with students, adults, and the community
- Motivate students involved in student organizations

#### Experience and Education:

- Possession of a valid California teaching credential and EL authorization
- Bachelor's degree or higher from an accredited college or university
- Experience with ASB procedures and the coordination of extracurricular activities is desirable
- Fingerprints on file as required by State Law
- TB Skin Test as required by State Law.

### PHYSICAL DEMANDS

#### Physical class:

**Moderate Work** - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

#### Work area requirements:

Regular classroom, on the playground, parking lot, bus stop areas and possibly field trips. Ability to traverse campuses and sites of 10 to 40 acres which would include asphalt, grass on playgrounds and dirt.

#### Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours  
Frequently/Medium - 3 to 6 hours  
Constantly/High - 6 to 8 hours plus  
Stooping: Occasionally

Fingering: Frequently  
Carrying: Frequently  
Standing: Occasionally  
Kneeling: Occasionally

**Physical requirements (cont.):**

Bending:	Frequently	Sitting:	Occasionally
Lifting:	Frequently	*Driving:	Occasionally
Reaching:	Frequently	Walking:	Frequently
Handling:	Frequently	Push/Pull:	Occasionally
Grasping:	Frequently		

***\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

**Frequent motion:**

Keyboarding:	Occasionally	Twisting:	Frequently
Wrist flexion:	Frequently	Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally	Forward should/neck flexion:	Frequently
Reaching above should level:	Occasionally	Reaching below shoulder level:	Frequently

**Sensory requirements:**

Ability to see:	Constantly	Ability to talk:	Constantly
Ability to hear:	Constantly	Ability to smell:	Constantly
Ability to touch:	Constantly		

**Must be able to deal with these environmental considerations:**

Heat:	Yes	Fluorescent lights:	Yes
Noise:	Yes	Floor may be slippery at times:	Yes
Moisture:	Yes	Working in close quarters with others:	Yes
Odor:	Yes	Working inside:	10% of the day
Humidity:	Yes	Working outside:	90% of the day

**This job requires:**

Alertness:	Constantly	Recall of names and dates:	Yes
Attention to detail:	Constantly	The use of two hands:	Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees.			

**Ability to deal with psychological factors:**

Team work:	Constantly	Frustration:	Moderate-depends on time of year
Repetitive Tasks:	Yes, signature	Must keep up with schedule:	High
Level of Responsibility:	High	Able to work overtime as needed:	High
Dealing with upset employees, students, community members, and parents: Moderate			

**Physiological Factors:**

Must maintain a high level of consciousness:	Yes	Ability to comprehend and follow directions:	Yes
Orientation to time, place, or person:	Yes	Able to keep up a high activity level during the shift:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes		

mt:11/2010