

Director of Student Activities

Duties and Authority

The Director of Student Activities provides leadership and oversight over all aspects of the school's student activity program including supervising activity sponsors; scheduling, planning, and coordinating student events; overseeing student activities accounts and budgets, and approving student organizations. The Director of Student Activities is responsible for a variety of major school programs including the Commencement Ceremony, the National Honor Society Induction Ceremony, Prom and other school dances; and various assemblies throughout the year. The Director of Student Activities administers the District 99 Athletic/Activity Code of Conduct including educating sponsors, parents, and student participants about the Athletic/Activity Code of Conduct and investigating and addressing infractions that occur. The Director of Student Activities serves as the school's liaison with picture, class ring, and graduation apparel vendors. From time to time, the duties and responsibilities of the Director of Student Activities will be assigned to other members of the building administration.

Administrative Relationship

The Director of Student Activities is employed by the Board of Education and reports to the Building Principal.

Qualifications

The Director of Student Activities must have a substantial experiential background in student activities, student organizations, program development, student leadership development, and personnel supervision. The Director of Student Activities must at minimum hold a master's degree in educational administration or equivalent and a valid Illinois Type 75 Administrative Certificate issued by the Educator Preparation and Licensure Board or Professional Educator License.

Evaluation

The Building Principal shall annually evaluate the Director of Student Activities and make employment and salary recommendations to the Superintendent. The Superintendent will make employment and salary recommendations based upon the Building Principal's evaluation to the Board of Education.

Compensation and Benefits

The Board of Education and the Director of Student Activities shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for the Director of Student Activities. These recommendations will be presented to the Board no later than the June Board meeting.

Terms of Employment

The work year for the Director of Student Activities shall be 210 work days during the District's fiscal year, July 1 through June 30.

Adopted: 2/22/10

Revised: 10/15/12; 07/18/16