

Director I, Student Activities

Position Details

Job Code: U7100

Reference Code: A071

Division/Unit: College, Career, Equity, and School Choice

Classification: Licensed Administrator

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule](#),
[12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide educational and technical assistance to principals, teachers, parents/guardians, and appropriate administrators in all areas of student activities. This position requires maintaining and coordinating Clark County School District activities, scheduling events, and administering the activities budget. This position is directly responsible to the Director III, Student Athletics and Activities, College, Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Organizes and supervises districtwide activities including middle and high school student council, high school graduation, high school Sun Youth Forum, middle school spelling bee, middle and high school chess, middle and high school varsity quiz, middle and high school speech and debate, middle and high school honor society, middle and high school cheerleading, and high school Junior Reserve Officers' Training Corps (JROTC).
2. Interprets national, state, and District rules and regulations for secondary schools.
3. Assists in the development of the District's student activities schedules.

4. Confirms schedules of events and corresponding facilities.
 5. Schedules and coordinates all transportation for middle and high school-District sponsored events utilizing Systems Application and Products in Data Processing (SAP).
 6. Secures potential judges for District sponsored activities for high schools and middle schools.
 7. Coordinates out-of-District activity travel for state and national events.
 8. Coordinates support services for events and activities in alignment with the District's policies and regulations.
 9. Executes agreements for off-site events.
 10. Serves as a liaison between principals and other administrators in areas related to activities.
 11. Serves as a contact person for receiving concerns, providing information, and assisting in the operation of the student activity programs.
 12. Serves as liaison for department and public groups requesting student input and participation.
 13. Promotes service opportunities and requests for community organizations.
 14. Conducts regularly scheduled meetings with assistant principals in charge of school activity programs.
 15. Conducts teacher task force meetings and facilitate committees, as needed.
 16. Identifies and develops professional learning for activity advisors and administrators.
 17. Assists the Purchasing Department in all aspects of purchasing supplies and equipment for the Student Activities Department.
 18. Prepares reports and other documents, as needed.
 19. Maintains and improves professional competence through participation in professional activities.
 20. Maintain all aspects of the Google programs relating to student activities.
 21. Supervises and evaluates administrative, licensed, and support professional employees, as assigned.
 22. Performs other duties related to the position, as assigned.
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Position Expectations

1. Effective communication, collaborative, and interpersonal skills.
2. Excellent verbal, written, computer, and presentation skills.
3. Demonstrated ability to work effectively with school and administrative personnel, peers, parents/guardians, community members, and others.
4. Effective skills in planning, organizing, and coordinating activities.

5. High-level skills in planning, organizing, and coordinating activities of others in a pleasant and efficient manner.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. Must possess or be able to acquire appropriate Nevada administrative endorsement, as appropriate.
2. A valid driver's licensed that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Have previously demonstrated at least two (2) years as a contracted administrator of a school activity program in an accredited K-12 public or private school or including at least two (2) year's experience as a contracted administrator in a related position.

Preferred Qualifications

1. Direct experience with state and local activities rules and regulations.
2. Demonstrated experience in coordinating large events.
3. Demonstrated experience in working with adults.
4. Demonstrated experience in working within the community.
5. Demonstrated proficiency with Google Forms, Groups, and Drives.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/04/22
- Created: 12/08/08