

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

06/17	<u>COORDINATOR, STUDENT ACTIVITIES, HIGH SCHOOL</u>	1.8.5.2
Effective Date	Job Title	Index

1. Primary Function: Coordinates all nonathletic student activities and the student government.
2. Responsible to: Building Principal or Designee.
3. Assigned Responsibilities:
 - 3.01 Organizes and supervises the school student government.
 - 3.02 Organizes and supervises the school student activities program, and coordinates the program with the school curriculum.
 - 3.03 Organizes and coordinates ASB fund raisers and supervises fund raising of school clubs and organizations.
 - 3.04 Encourages and monitors school clubs and organizations.
 - 3.05 Maintains efficient and accurate records.
 - 3.06 Supervises the preparation and maintenance of the student activities and student government budgets.
 - 3.07 Provides leadership training for student government members.
 - 3.08 Communicates the student activities program through the principal to the staff and community.
 - 3.09 Coordinates an ongoing evaluation program of student activities and student government.
 - 3.10 Helps students set and achieve activity goals.
 - 3.11 Recommends assignments of staff members as club and organization advisers.
 - 3.12 Performs other school duties as assigned by the principal.

Additional Responsibilities:

 - 3.13
 - 3.14
 - 3.15
4. Minimum Qualifications:
 - 4.01 Valid Oregon teaching certificate in a subject of the area of assignment.
 - 4.02 Master's degree or three years of teaching experience.

Additional Qualifications:

 - 4.03
 - 4.04
 - 4.05
5. Minimum Term of Employment: See Teacher Contract.
6. Salary Level: Placement on Teacher Salary Schedule plus differential.
7. Performance of this job will be evaluated in accordance with the provisions of the District's process for Evaluation of Licensed Personnel.

Approved by: _____ Date: _____
(supervisor)

Received by: _____ Date: _____
(staff member)