

# SUPPLEMENT PERFORMANCE RESPONSIBILITIES

**TITLE:** Student Activities Director

**QUALIFICATIONS:**

- Required: Three years teaching or administrative experience with experience in working effectively with large and small groups.
- Recommended: Valid Florida teaching certificate in appropriate subject area.

**REPORTS TO:** Principal

**SUPERVISES:** Service, interest and honor clubs

**JOB GOAL:** Schedule school events so that conflicts do not occur.

**PERFORMANCE RESPONSIBILITIES:**

- Maintain and distribute an up-to-date calendar of school events.
- Organize ninth-, tenth-, eleventh- and twelfth-grade sponsors and coordinate class activities.
- Assist with scheduling assembly programs and pep rallies; prepare seating charts for assemblies.
- Assist with approving posters for placing in halls.
- Assist with scheduling dances, off-campus dinners and field trips.
- Assist with supervising graduation activities, including grad night, class night, graduation and rehearsal.
- Schedule ordering and distributing of senior announcements, caps and gowns.
- Assist with supervision of student after-school activities schedule, with the exception of athletic contests.
- Schedule building use: auditorium, cafeteria, media center; inform assistant principal of administration of upcoming use.
- Assist with newsletter to parents.
- Coordinate fund-raising projects and maintain calendar for sales.
- Act as volunteer coordinator for the school.
- Publicity – send special activities and awards information to the Public Information Officer and to the *Gainesville Sun*.
- Keep records of awards received by students (non-athletic).
- Assist guidance with scholarship and award applications; i.e., Century III Leaders, Pan-Hellenic Council and Interfraternity Council.

**TERMS OF EMPLOYMENT:** Annual Appointment by Principal

**EVALUATION:** Principal

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT – Employee's Name)

Reviewed and agreed to by: \_\_\_\_\_ Emp. ID #: \_\_\_\_\_  
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%  
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**

Form Number: PER 213.001

New Date: 5/19/14