

Position Description

Title	Director of Student Activities
Reports to	Principal
Qualifications	<ul style="list-style-type: none">-Successful high school teaching or experience with high school activity programs-Valid Illinois Professional Educators License with Administrative Endorsement-Excellent interpersonal, organizational, and time management skills-Committed to students and the school community
Term of Employment	11 month administrative work year
Position Summary	To provide leadership in the area of non-athletic co-curricular activities at Lyons Township High School.

Position Responsibilities

1. Work with students and staff on the planning and successful execution of numerous events and initiatives including but not limited to; Homecoming; Blood Drives; Secret Santa Holiday Gift Drive; Assemblies; Pack-The-Place; Food Drives; Multicultural Night; Day of Service; Senior Citizen's Prom; Senior Prom; Baccalaureate. Responsible for arranging security, chaperones, set-up, promotion, and other key aspects of planning.
2. Work with students to plan and execute community service projects and events that vary from year to year.
3. Act as Head Sponsor of Student Council and run weekly evening meetings. This is the organization responsible for many of the larger scale events as well as generating connectedness and school spirit. Work with students to foster leadership, teamwork and school improvement through training, special events and student government.
4. Supervise all clubs and student organizations.
5. Provide training, support and ongoing professional development for club/activity sponsors.
6. Interview and hire new sponsors as needed.
7. Maintain club/activity rosters through student information system and applications.
8. Generate quarterly participation data reports, complete data analysis, and develop/implement plans for engaging non-participants.
9. Collaborate with student leaders, staff, and members of the administrative team to develop programs, events, and experiences aimed at generating school spirit and connectedness for students and staff.
10. Responsible for annual budget process for the Student Activities Department.
11. Manage activity accounts and business office procedures for all clubs and activities.
12. Oversee and approve all fundraising and maintain fundraising calendar.
13. Oversee the management of the Corral, including staffing and rentals.
14. Oversee the management of facility scheduling and issues related to after school room / space usage.
15. Oversee the development of the annual school calendar.
16. Responsible for enforcing the Code of Conduct for students involved in activities.
17. Organize leadership development opportunities for students.
18. Organize Teacher & Staff Appreciation Week.
19. Create opportunities for celebrating, recognizing, and highlighting activities programs, students, and staff.
20. Maintain and manage the "Spirit Shop" and purchasing and selling of LT spirit wear and products.
21. Meet with the associate schools, the freshman class and transfer students to promote extra-curricular involvement at LT. Plan the activities portion of the transition Kick Off event, Co-Curricular Night, and Freshman Experience Day.
22. Oversee the pilot process for Student Activities and represent Student Activities as a member of the Stipend Committee.

23. Facilitate the grant processes offered by the Parent Teacher Council and Boosters to clubs and activities.
24. Attend Booster Club and Parent Teacher Council meetings as school liaison for Student Activities.
25. Attend weekly building meetings at both campuses.
26. Attend weekly Building Leadership Team meetings and monthly District Administrative Team meetings.
27. Member of the Scholarship Selection Committee. Run selection process for American Legion Award recipients and Student Council Leadership Award recipients.
28. Update and maintain the Student Activity Website, Student Activities Social Media, Digital Touchscreens, and Activities Walls, Display Cases, Bulletin Boards, and Community Board.
29. Approve all flyers and posters to be hung at both campuses.
30. Supervise a full-time administrative assistant.
31. Attend all West Suburban Conference Activities Directors meetings and represent Lyons Township High School as a member of the Illinois Director of Student Activities Executive Board.

LTHS District 204 is an equal opportunity employer and does not discriminate on the basis of any status protected by law. The Equal Employment Opportunity and Minority Recruitment Policy may be found in Board Policy 5:10, located on the **D204 BOARD OF EDUCATION POLICY PAGE**.