

## ***Elkhart Community Schools***

### **Position Description**

<b>Position Title:</b>	<b>Student Activities Coordinator – High School</b>
<b>Qualifications:</b>	<i>Required:</i> Current Indiana Teacher Certification. Demonstrated leadership and coordination skills related to extra-curricular and co-curricular activities.
<b>Department:</b>	Elkhart High School
<b>Reports to:</b>	Executive Principal of Elkhart High School
<b>Prepared by:</b>	Phil Shults
<b>Approved by:</b>	W. Douglas Thorne
<b>Date:</b> 08/15/2025	

**SUMMARY:** To coordinate, supervise, promote and develop programs that provide co-curricular and extracurricular experiences for students to grow, serve, connect, and lead.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (*Other duties may be assigned*):

1. Organizes, coordinates, and maintains the official master calendar of all High School (10th-12th grade campus) student activities. Keeps appropriate staff members informed of scheduled events and requests. Seeks input from all appropriate personnel.
2. Preparation and distribution of school-wide student and staff announcements.
3. Promotes student activities across all relevant social media platforms, including working in collaboration with the District Communication Office when appropriate.
4. Plan, coordinate and supervise the preparation and dissemination of publications related to student clubs, and activities. Edit flyers, posters, literature and other materials prepared by student groups for on and off-campus distribution. Implement and oversee processes for posting/distributing of materials and electronic media on campus as requested
5. Plan, organize, coordinate and supervise various educational, recreational, social and cultural student events including SSAC, Rotary, Kiwanis, and School Board presentations.
6. Promote the creation and development of new clubs and activities and help identify potential club advisors/coaches among existing campus personnel.
7. Participate in the development of marketing strategies to promote campus activities and services to maximize student involvement.
8. Facilitate, promote and assist with special activities, such as, student recognition/award presentations, student elections, assembly programs, homecoming activities, prom, in addition to ticket sales and event supervision.
9. Develop and maintains a student handbook, rules and regulations on how to form a club, with general information for club officers, advisors and potential club members.
10. Assist clubs and their sponsors in planning and organizing campus activities.
11. Plan, coordinate and supervise student parking for events.
12. Assist in the planning and coordination of student programs, such as, Freshman Orientation, 8th Grade Parent Night and EHS Schools of Study events.
13. Develop and promote marketing strategies to increase student participation and community involvement during school events.
14. Assists sponsors in identifying and recommending staff members and parents for supervising fan buses, dances and other school sponsored social activities.
15. Coordinate the Academic Lettering process.
16. Plan, coordinate and support the student academic competition teams and events.
17. Coordinates all EHS (10-12 Campus) field trip requests with the Transportation Department.
18. Sponsors annual training workshops for class officers and other student leadership groups.
19. Coordinates and supervises all graduation and commencement activities. This may include, caps, gowns, diplomas, announcements, graduation rehearsal, commencement, scholastic awards, and class rings.
20. Collaborates with and supports the Freshman Division Activities Director.
21. Makes annual recommendations to the administrative leadership for improvement of student and staff involvement ensuring a balanced program of extra-curricular activities, improved use of schools' facilities and future faculty sponsors.
22. Exhibit regular and timely attendance.
23. Perform other duties as prescribed by the Executive Principal

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.**

**Terms of Employment:** Twelve-month employee. Salary and fringe benefits as per board policy.

**Evaluation Process:** The Student Activities Coordinator will be evaluated annually by the Executive Principal.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Supervisory Responsibilities:** Supervise students and other attendees who take part in any aforementioned activity as available.

**Education and/or Experience:** A current Indiana Teacher Certification with demonstrated leadership and coordination of extra-curricular activities are required. Successful teaching experience is preferred.

**Language Skills:** Ability to read, interpret, and draft documents such as policy handbooks and procedure manuals. Ability to write procedures and communications for event participants. Ability to communicate with employees to train.

**Mathematical Skills:** Ability to add, subtract, multiply and divide all units of measure, using whole numbers and decimals. Ability to compute rate, ration, and percent.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Other Skill and Abilities:** Experience working with computers is necessary. Windows and Google tools training/experience is preferred. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to maintain confidentiality.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is continuously required to sit, stand, walk, use hands to finger, handle, or feel objects; operate computers and other office machines and equipment; talk and hear on the telephone and in other interactions.

The employee must frequently lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. There are no environmental hazards indicated for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee may travel between facilities through outside weather conditions.

The noise level in the work environment is usually moderate.

**The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.**