

FENTON COMMUNITY HIGH SCHOOL DISTRICT 100

JOB DESCRIPTION

TITLE: ASSISTANT ACTIVITIES DIRECTOR

REPORTS TO: Assistant Principal of Operations and Student Life

TERM: .2 FTE, Ten (10) Months

QUALIFICATIONS:

- Professional Educator License (PEL)
- Ability to organize, communicate, manage, and make decisions pertinent to specific projects and job responsibilities.
- Use of effective and professional communication skills with all stakeholders
- Ability to work independently, manage timelines, and create project plans.
- Experience working with high school students as a club or activity sponsor

JOB GOALS: To build and maintain high-quality Club and Activity Programs, focusing on student-centered activities, building involvement, and promoting school spirit across the school. Responsible for assisting the Assistant Principal of Student Life in the delivery of the overall student activities program.

The Assistant Activities Director shall be responsible for the following duties, including, but not limited to:

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assist in maintaining accurate records of student participation in extracurricular activities.
2. Support facility scheduling and coordination of spaces for student events and programs.
3. Assist in the planning, organization, and promotion of student activities and events.
4. Develop and implement new student activity programs that promote engagement, inclusion, and a positive school culture.
5. Take a lead role in coordinating and executing student life events that build school spirit and community.
6. Collaborate with student leaders and staff to assess interests and design activities that reflect the evolving needs of the student body.
7. Help update and maintain activity listings and related content for the school website.
8. Attend assigned student events (e.g., Homecoming, Prom) in coordination with the Activities Director.
9. Ensure all safety and emergency procedures are understood and properly followed during events.
10. Secure all equipment and facilities at the conclusion of events.
11. Maintain and monitor equipment and supplies associated with student activities.
12. Update and manage digital recognition displays (e.g., Wall of Fame) and announcement screens on a regular basis.

13. Communicate effectively with students, parents/guardians, staff, administrators, and community stakeholders.
14. Demonstrate consistent reliability, punctuality, and attendance at assigned events and meetings.
15. Foster a positive and inclusive environment that supports students' physical, social, and emotional development.
16. Attend required meetings and events, including seasonal parent meetings, Future 8th Grade Night, and the UEC Activities Summit.
17. All agreed-upon after-school events will be compensated in accordance with Article 27.1 of the FEA contract.
18. Perform other duties as assigned by the Activities Director or administration.