

## **Killeen Independent School District Job Description**

**Job Title:** Coordinator for High School Student Activities  
**Reports To:** Principal  
**FLSA Status:** Exempt

### **SUMMARY**

Provides students with co-curricular and extracurricular programs, activities, and events from which to choose for personal recreation, enrichment, and value formation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Establishes, maintains, and distributes the school master calendar and all daily announcements.

Plans and coordinates all school assemblies and programs.

Advises the student governing body.

Develops and initiates programs through which students and faculty can communicate with one another.

Recruits and orients sponsors for school clubs and organizations.

Coordinates extracurricular activities in the school, including club activities, UIL and literary competition, baccalaureate and graduation, awards night, pep rallies, pre-game and half-time shows, class activities and student council.

Administers and coordinates membership requirements and financial activities of all school-sponsored clubs.

Plans and coordinates school productions (homecoming activities) and social functions.

Plans and coordinates school participation in district and community special events such as United Way, drama competitions, civic celebrative parades, etc.

Administers the receipt, deposit, and disbursement of student body cash funds.

Submits monthly tax reports to business services.

Plans and coordinates student body fundraising activities.

Administers and coordinates student elections and extracurricular activities.

Hosts visiting groups; recruits, trains, and schedules student volunteers to serve as hospitality guides for parents and other visitors to the school.

Secures and assigns personnel to expedite activities and provide proper supervision and security for all student activities (custodian, sponsors, and chaperone).

Manages supplemental time cards.

Makes student and faculty ID cards.

Provides for sale of tickets to activities such as football games, prom, and community events.

Coordinates and supervises activities of school and civic groups in the auditorium.

Coordinates all academic UIL events to include, ordering and distributing of all information regarding UIL rules.

Plans and maintains the district competitions for all events.

Serves as liaison between school and media concerning school publicity, events, and activities.

Maintains a file on club information (constitution, list of officers, members, and fundraising activities).

Orders and distributes caps and gowns, photographs, graduation invitations, and rings.

Informs faculty and staff of fire and tornado drill procedures.

Coordinates selection of students for special awards.

Makes public address system announcements.

Approves posters.

Facilitates communication within the school and between school and community.

Participates in program development at the campus and district level.

Attends workshops and conventions for professional development.

Supervises and appraises classroom teachers using the teacher appraisal system.

Delivers supplies to faculty and staff, as needed.

Supervises athletic and non-athletic events, as needed.

Evaluates and reviews the performance of personnel, as needed.

Oversees teachers in their classrooms and offers suggestions about curriculum, lesson planning and techniques and student discipline, as needed.

Coordinates activities with the Adopt-a-Unit program and military recruiters.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervises assigned teachers and staff. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning and directing work; appraising performance; and addressing complaints and resolving problems.

### **QUALIFICATIONS**

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.

### **EDUCATION and/or EXPERIENCE**

Master's degree and three years of teaching experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Principal or Supervisor Certificate.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

### **WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** October 30, 2018

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.