



EDUCATING LEARNERS FOR THE 21ST CENTURY

JOB DESCRIPTION

ASB COORDINATOR

STIPEND RANGE: \$500 - \$2,100

BASIC FUNCTION

Under direction of the principal, the Associated Student Body (ASB) Coordinator will be responsible for teaching student leadership classes, directing and calendaring all school site student activity programs, and insuring the integrity of the financial management of all student body funds.

MAJOR DUTIES AND RESPONSIBILITIES

1. Supervise the development of student government programs, club programs, and other activities;
2. Assist with arrangements for special assemblies, speakers, and activities on the middle school campuses;
3. Administer and monitor assigned program budgets including review and approval of expenditures;
4. Supervise, organize and establish procedures for student activities, extra-curricular activities, and athletic events; schedule programs; supervise school events, dances, meetings, etc;
5. Coordinate and lead pep rallies and assemblies;
6. Establish and maintain records related to procedures for identifying students, materials, and program budgets;
7. Oversee sales related to physical education clothing; yearbook; etc.;
8. Assist principal in coordinating the end of the year activities including promotion/transition ceremonies;
9. Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned areas;
10. Work with site administrators to maintain compliance related to program funding;
11. Establish, coordinate, and maintain communication with community and parent groups;
12. Conduct a variety of meetings and activities in coordination with administration and the counseling department;
13. Develop correspondence to promote school activities and student and program achievements;
14. Attend conferences, participate in related professional development, attend related workshops, and read journals/literature in order to remain abreast of the current trends and best practices in assigned areas;

15. Assist in recruiting additional participants into the various programs;
16. Provide leadership within district, community, and school committees;
17. Work closely with parent groups and community groups;
18. Work, cooperate and participate with parent and community groups as appropriate;
19. Participate on the leadership team and assist in the development of the Single Plan for Student Achievement;
20. Provide leadership to the school's student activities/Government programs;
21. Assure programs and services meet established objectives and requirements;
22. Establish and maintain the school master calendar;
23. Participate in vertical articulation with elementary, middle, and feeder high school district;
24. Coordinate and attend appropriate committee meetings;
25. Support the maintenance of a healthy educational climate in the school and positive relations with the public;
26. Assist in the selection of internal and external staff to provide program services;
27. Meet with vendors regarding school sales and fundraisers; and
28. Perform other duties as assigned

SUPERVISOR

Under the immediate supervision of the principal.

QUALIFICATIONS:

The candidate must possess the knowledge, skills and personal leadership qualities to successfully demonstrate the ability to:

- plan, organize, and administer student government, student activities and related programs;
- Coordinate assigned activities with other departments and outside agencies;
- Provide responsible and complex administrative support to the principal;
- Advise and instruct students;
- make connections with children and understand the importance of relationships in addressing the 40 developmental assets children need to develop into contributing adults
- Train and coach school personnel;
- Communicate effectively orally and in writing;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Communicate effectively with diverse constituencies;
- Possess interpersonal skills which result in tactful, patient, respectful, and courteous interaction with others
- Prepare comprehensive narrative and statistical reports;
- Direct the maintenance of a variety of reports and files related to assigned activities;

- Administer current best practices in the organization and facilitation of student development, activities, and student representation in schools; and
- Maintain consistent, punctual, and regular attendance

Physical Requirements:

Ability to hear and speak to exchange information orally and in writing; see to read a variety of materials; walk across campuses to conduct school business; sit, reach, stoop, and bend as needed to perform clerical and administrative duties. Stand for extended periods of time when assisting with student supervision.

Education and Credential Requirements:

Must possess at least a Bachelor's Degree from an accredited institution with a Masters' degree preferred; and California teaching credential required.

Experience:

At minimum of three years teaching experience and two years successful leadership experience in the educational field or other substantial experience serving on the school leadership team, coordinating site-based programs including student government; AVID; and school activities.

Certificate Requirement:

Must maintain current CPR/First Aid certification and a California' Drivers' License.

Board Approved: 12-11-08