



**David Douglas School District #40  
Licensed Job Description  
Teacher on Special Assignment (TOSA)**

**JOB TITLE:** TOSA- Activities Director – High School

**Reports to:** Assistant Principal

**Job Purpose Statement/s:** The Activities Director will provide leadership in planning and implementing student activities. In coordination with school administrators and the leadership team, the Activities Director will develop a year long calendar of events.

**Essential Job Functions:**

- **Leadership:**
  - **Organize** and **supervise** student government and leadership classes
  - **Organize** and **supervise** student activities
  - **Organize** and **supervise** student and staff school photos
  - **Organize** all aspects of Rose Festival
  - **Coordinate** and **organize** ASB funds and fundraising of school clubs and organization
  - **Elections-** ASB, Student Council, Prom and Homecoming court nominations
  
- **Student Activities:**
  - **Communicate** activities to administration
  - **Assist** with graduation
  - **Liaison** to Dads club
  - **Plan** Master calendar
  - **Plan** and implement school assemblies
  - **Assist** with school participation in community and special events
  - **Meet** with vendors regarding class rings, photographs, graduation cap, gowns, etc.
  - **Coordinate** all dances
  - **Coordinate** Oaks Park senior picnic
  - **Oversee** dance and cheer programs and coaches
  - **Organize** and order all Scots Apparel
  - **Liaison** for Senior All Night Party
  - **Attend** MHC Activity Director meetings
  - **Approve** posters and advertising school wide

**Other Job Functions:**

- Other duties as directed by the principal.

**Job Requirements – Qualifications:**

- Facilitate teacher collaboration and planning among students, staff and administration
- 5 years teaching experience at the secondary level

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### **Skills, Knowledge and/ or Abilities Required:**

*Skills* in successfully teaching reading, planning, developing and implementing appropriate curriculum and assisting students in realizing success. Effective communication skills with students, parents and other school personnel.

*Knowledge* of best practices in reading instructional theory, curriculum, state education code and district policies.

*Abilities* to articulate effective reading practices, sit, stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/ carrying/ reaching/ handling, talking/ hearing conversations, near/ far visual acuity/ depth perception and accommodation field of vision.

### **Essential Physical Requirements:**

- Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds required.
- Ability to move freely to various locations.
- Frequent standing, walking, sitting, and bending.
- Exposure to noise and activity of an office setting.

**Education Required:** Bachelor's Degree

**Licenses and/ or Testing Required:** Appropriate Teacher Standards and Practices Commission license or administrative license or eligible to obtain, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Multi-Cultural preferred. Bi-Lingual preferred. ESOL and/or Reading endorsements preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

**Terms of Employment:** Salary and work year according to the current contract and school calendar.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of License Staff Personnel.

### **David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.