

TITLE: DIRECTOR OF CO-CURRICULAR ACTIVITIES

QUALIFICATIONS: New Jersey Teaching Certificate.

REPORTS TO: Superintendent of Schools and Principal.

TERMS: School Year (Ten Months).

RESPONSIBILITIES INCLUDE:

1. Assist the Principal and Vice-Principal in administering and supervising the Co-Curricular program.
2. Submit to Principal on a semi-annual basis a list of all clubs and active members.
3. Maintain a list of all student participants in all club activities.
4. Assist activity sponsors in planning programs and public events.
5. Make recommendations to Principal as to the Co-Curricular program.
6. Attend and supervise all after school and evening activities.
7. Submit to Principal a monthly narrative indicating all after school and evening activities that have taken place.
8. Correlate as many activities as possible with the borough and community organizations.
9. Schedule all Co-Curricular after school and evening activities.
10. Assist the Principal in the planning of all student body affairs and provide him or her with a schedule of chaperons and advisors.
11. Work with advisors in planning for all necessary ticket taker, doorkeepers and security personnel at all school events.
12. Provide for the proper supervision at all school events.
13. Supervise and plan with all class advisors.
14. Attend all Co-Curricular conference/workshops/meetings outside of the district.
15. Coordinate and organize all Project Impact programs.
16. Assist the Principal and vice Principal in preparing a calendar of events at the beginning of each school year.
17. Coordinate all Co-Curricular fund raising activities.
18. Maintain all bulletin boards in the building.
19. Organize the distribution and collection of all student locks and lockers.
20. Maintain a list, to be provided by homeroom teachers, of all student locks and lockers.
21. Carryout any other duties as deemed necessary by Superintendent and Principal.