

**HOOD RIVER COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Director of Student Activities (TOSA) Teacher on Special Assignment

Classification: Licensed

Reports To: Building Principal

Position Function

The Director of Student Activities is responsible for coordinating all aspects of the co-curricular activities offered at Hood River Valley High School to include: ASB, Student Government, and Leadership Classes.

Job Qualifications:

- BA/BS or higher degree (*required*) with a major in one or more of the following areas: Curriculum, Secondary Content Area, Administration, or Elementary Education
- Two years of successful teaching and/or supervisory experience
- Oregon Teaching License

Work Year: 185 days/year, full time, plus a (10) extended day contract, to be determined

Preferred Qualifications:

- Leadership skills and experience working effectively with students, parents, and teachers
- Strong teaching background
- Strong communication skills
- Experience working as part of an educational team
- Bilingual ability in Spanish/English
- Secondary Certification preferred

Essential Job Functions:

- Coordinate all extra-curricular activities and related student events
- Advise student government organizations; supervise the campaign and election of class, club, and student government officers
- Provide faculty with regular, clear and pertinent information about student programs and events
- Help to promote a positive school climate and school spirit through innovative, safe, and age appropriate activities
- Supervise and coordinate all financial matters pertaining to student accounts
- Oversee sales, collections, and accounting for all athletic and co-curricular events
- Coordinate staff and administrator supervision of dances and school events
- Facilitate ongoing communication with parents, boosters, and community groups regarding events and activities
- Assist in the orientation of students to promote a positive, welcoming atmosphere

Other Job Functions

Co-Curricular Events and Activities:

- Establish and maintain the school's social calendar
- Aid in the preparation of a duty roster of faculty assignments to all co-curricular activities
- Coordinate technical details, ticket sales, and supervision of events
- Attend all major school events and assist club advisors with their duties
- Assist with supervision of students at events and during the school day (before school, lunch and after school)

Student Government:

- Supervise the campaign and election of class and student government officers
- Supervise the organization and operation of the student government
- Coordinate all student government meetings and advise their proceedings
- Supervise the maintenance of all student government records and documents
- Teach student government and leadership classes

Financial Responsibilities:

- Supervise the handling of student receipts and accounts
- Coordinate the handling of admission and concession receipts at all school functions
- Supervise the preparation and maintenance of selected student body accounts
- Advise clubs and organizations in preparing and maintaining budgets
- Assign concessions and fund-raising activities

SUMMARY OF PHYSICAL DEMANDS RATINGS

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive:
 Single Grasping Pushing and Pulling Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls:
 Yes No
4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
5. **Lifting:**
 - Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

{ } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.