

# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description



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**Position Title** Student Activities Director  
**Reports To** Director of Administration and Finance  
**Level/Grade**  
**Type of position:**  12 Month  10 Month  Contractor  Extra Curricular

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### Qualifications

#### Essential Duties and Responsibilities (*other duties may be assigned*)

- Coordinating the schedule and requirements of all student social and athletic activities as per direction from the principals and/or athletic director.
- Collection/deposit of internal account funds.
- Performing accounting practices defined by the Director of Administration and Finance so as to insure compatibility with purchasing/payment practices within the district and with generally accepted accounting practices as defined by the DOE, the Auditor General and auditors for the district, to include the following:
  - Ability to record transactions in books of original entry and to post to ledger accounts from receipt, disbursement, and expense records according to established account classifications.
  - Prepare a combination balance sheet of all accounts.
  - Prepare trial balances and prepare reports, schedules and summaries on a monthly basis.
  - Be available to meet with auditors during the month of August of each year, as needed.

### Supervises

### Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, 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, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

### Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and

interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

### **Education Requirements**

Specialized Training and/or Associates Degree

### **Terms of Employment**

Work year, salary, and benefits established by the School Committee.

**Created 2/8/2006**

**Revised 4/6/2009**

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*