Job Title: Climate and Culture Director

Representative Duties:

Essential Functions:
- Serves in a District-wide team to create a P-12 vision and program for student engagement.
- Coordinates grades P-12 articulation with feeder school administration.
- Shall be the advisor for the student council and administer related activities including meetings, ASB finances, retreat, elections, ASB cards, dance contracts and special student activities and assemblies.
- Shall be responsible for the activities calendar.
- Attends and chaperones students to meetings related to student activities.
- Meets with vendors to determine what to sell, when to sell, etc. Coordinates assignments of concession items to classes/clubs through Student Council. Clear all fundraising activities with the administration.
- Shall work with the Business Department and the Principal in the total supervision of the student body financial program and creates an ASB Budget for each school year.
- Directs the organizing and planning of school functions.
- Acts as the Student Government advisor to the students body organization and supervises student body elections.
- Oversees activities eligibility, Leadership, Student Council, and extracurricular code of conduct.
- Oversees clubs and organizations, and their related activities.
- Plans rallies, assemblies, and dances.
- Coordinates lunchtime activities for Fowler High School.
- Graduation coordinator with Principal and Learning Directors.
- Senior activities coordinator (Grad Nite, Baccalaureate, Senior Meetings).
- Approves all posters and media to be distributed on campus and/or the ASB-operated social media accounts.
- Maintains a fundraising calendar
- Participates in professional learning through conference attendance and networking with other high school Activities Directors.
- Responsible for teaching leadership classes to create positive social and emotional learning environments.
- Teach effective ways on becoming a positive leader.

Other Duties:
- Perform related duties as assigned by the Principal.

Knowledge and Abilities:

Knowledge of:
- Knowledge of curriculum design, planning, development, implementation and evaluation, assessment processes and how they should operate in an effective school.
Ability to:
- Strong decision-making, analytical and organizational skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Ability to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Excellent interpersonal relations and oral and written communication skills.
- Ability to effectively present information and respond to questions from parents, administrators, community stakeholders, etc.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to establish and maintain positive relationships with students, school personnel, parents, vendors, peers and other stakeholders.
- Ability to use tact, patience and courtesy when dealing with others.
- Ability to work with and understand students of secondary school age.
- Ability to organize events and activities.
- Ability to obtain and maintain good rapport with students, faculty and parents.
- Maintain high standards of physical and mental health.

Education/Licenses/Experience: Valid California Public School Teaching Credential

Working Conditions:
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 function. The noise level in the work environment is usually quiet to moderate. Work is performed mostly indoors with some outdoor work. The employee is directly responsible for the safety, well-being, and work output of students.

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. Regularly stand, walk, sit, and talk or hear; occasionally reach with hands and arms; frequently lift and/or move up to ten (10) pounds such as boxes of books and teaching materials; frequently interact with public and other staff; and occasionally work extended hours. Specific abilities include close vision, distance vision, peripheral vision, the ability to adjust focus, the ability to hear conversations in quiet and noisy environments, and the ability to speak clearly in order to exchange information and make presentations. Some driving necessary.

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Number of Days: 205</th>
<th>Board Approval: 6/14/2023</th>
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<tbody>
<tr>
<td>Revised:</td>
<td>FLSA Classification: Exempt</td>
<td>Certificated Bargaining Unit Position</td>
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The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The district does not discriminate based on disabilities.