

Newburgh Enlarged City School District
Job Description

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| TITLE: | Supervisor of Student Activities |
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| REPORTS TO: | Assistant Superintendent of Curriculum & Instruction |
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| QUALIFICATIONS: | <ul style="list-style-type: none"> • NYS Certification as School District Administrator or School District Leader. • Three to five years teaching experience in Secondary Education in teaching or other related support area • Certification in the Danielson Framework of Teaching 2001 evaluation protocol preferred. • Knowledgeable regarding research on effective instruction, assessment, and school reforms; • Experience working with adult learners; • Knowledgeable in the areas of student activities and finance • Strong organizational skills; • Excellent communication skills. |
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| JOB GOAL: | <p>1. Strategic Oversight & Compliance</p> <ul style="list-style-type: none"> • Uniformity: Standardize policies for student clubs, honor societies (NHS, etc.), and student government across all four campuses. • Financial Integrity: Oversee all ASB (Associated Student Body) and student activity accounts. Ensure all fundraising, expenditures, and audits comply with district policy and state law. • Risk Management: Review and approve contracts for vendors, DJs, venues, and security for major events like proms and dances. <p>2. Community Outreach & Volunteerism</p> <ul style="list-style-type: none"> • Partnership Development: Act as the primary bridge between the district and local non-profits to create "community-pasted" outreach programs. • Service Learning: Manage a district-wide database for student volunteer hours and ensure students meet graduation or honor society service requirements. • Scholarship Coordination: Work with local donors and foundations to expand and promote local scholarship portfolios for graduating seniors. |
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3. Stakeholder Engagement

- PTSA Liaison: Serve as the district representative to Parent-Teacher-Student Associations, ensuring alignment between parent initiatives and school goals.
- Advisor Support: Recruit, train, and evaluate faculty advisors for clubs and honor societies.
- Student Voice: Facilitate a district-wide student advisory council to ensure student input is reflected in district-level decision-making.

4. Scholarship Development & Administration

- District Portfolio Management: Standardize the scholarship application process across all four high schools to ensure equitable access for all students.
- Donor Relations: Act as the district's primary point of contact for local businesses, community foundations, and private donors looking to establish new awards.
- Selection Oversight: Ensure that school-based scholarship committees follow objective rubrics and comply with donor-specified criteria and NYS non-discrimination laws.
- Fiscal Compliance: Coordinate with the District Business Office to track "Trust and Agency" accounts, ensuring that funds are disbursed correctly and that all awards are reconciled annually for audit purposes.
- Promotion & Awareness: Lead a unified communications strategy (digital portals, workshops, and "Scholarship Nights") to increase the number of students applying for local, state (HESC), and national financial aid.