



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Superintendent's Student Advisory Council (SSAC) Program Facilitator**

Position Type: <b>Certified</b>	Department: <b>Superintendent</b>
Salary Schedule: <b>Certified</b>	Location: <b>District Office</b>
Salary Range: <b>N/A</b>	Reports to: DVUSD <b>Superintendent</b>
Term of Employment: <b>10 months</b>	Shift: <b>Day</b>
Approved By: <b>Human Resources</b>	Date: <b>May 25, 2021</b>

### **POSITION SUMMARY:**

The SSAC Program Facilitator requires certified personnel to work very closely with student leaders identified by the five high schools, three middle schools and 8th graders from six K-8 schools. These student representatives will work collaboratively with SSAC Program Facilitator to identify a current issue that faces schools throughout the district, create a project for the SUMMIT to be presented to schools throughout the DVUSD. This position requires the Program Facilitator to work very closely with the Superintendent to ensure that materials presented to students are aligned with DVUSD vision and mission.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

1. Create a calendar of activities for students to execute each month of the school year.
2. Work effectively with identified student leaders from the five high schools in the SSAC Executive Council to plan and organize activities for the general group each month
3. Guide student leaders to select a SUMMIT topic and developing activities and materials to be presented at the SUMMIT

4. Communicate regularly with all school principals to identify chaperons and students for the SUMMIT
5. Work with transportation leaders to create a schedule for the students within the SSAC to arrive timely for each meeting
6. Work with transportation leaders to organize and create a schedule of transportation for all schools to attend the SUMMIT
7. Work closely with cafeteria manager to cater to the lunch needs each month for the students.
8. Communicate with SUMMIT site to organize facilities for SUMMIT activities, lunch and other accommodations.
9. Work closely with Superintendent and staff to prepare presentations by SSAC leadership to present to Governing Board as deemed necessary by Superintendent.
10. Present materials to the SSAC group on Leadership and Empowerment.
11. Work directly with vendors regarding SUMMIT materials.
12. Work closely with Superintendent Department regarding program process throughout the year.
13. Schedule and host periodic virtual meetings in addition to in-person meetings to monitor progress.
14. Must meet any additional specific job requirements as indicated by the district.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies and professional development.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.

**EDUCATION AND/OR EXPERIENCE:**

- Must earn a Bachelor's degree (BA) from a four-year college or university.
- Master's degree preferred, with a minimum of five years effective teaching experience

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*