

# LANGSTON CHARTER MIDDLE SCHOOL

## Job Description Form: Director of Campus Affairs



Job Title:	Director of Campus Affairs		
Department:	Administrative Staff		
Reports to:	Principal	Supervisor:	David Wooten
Supervises:	Parent Volunteers, Community Volunteers, and Students		

Type of position:	Annual Employment Period:	Weekly Work Schedule:
<input checked="" type="checkbox"/> 220 day schedule (salary)	July 1 – June 30 (24 annual pay periods)	Monday through Friday   7:45 AM – 3:45 PM

### GENERAL DESCRIPTION OF POSITION

The Director of Campus Affairs oversees three key areas that contribute to a vibrant and engaged school community:

**Student Engagement** – Develops and manages **student organizations, clubs, and campus activities** to foster a positive student culture and school spirit.

**Parent Volunteers** – Organizes and oversees **volunteer opportunities** for parents and community members, ensuring meaningful involvement in school events and service projects.

**Communications** – Manages **school communications**, including the website, newsletters, and social media, to keep students, parents, and the broader community informed and engaged.

This role plays a vital part in strengthening student involvement, parent engagement, and clear communication to support the school's mission and community connections.

### EDUCATION AND CERTIFICATION QUALIFICATIONS

Bachelor's degree in education, administration, management, public relations, or communications

At least three years full time experience in education or nonprofit management

### KNOWLEDGE, SKILLS, AND ABILITIES

#### Knowledge

- Understanding of **student engagement** and best practices for organizing activities and events.
- Familiarity with **volunteer management** and strategies for effective recruitment and retention.
- Knowledge of **school communications** tools (website, social media, newsletters) and event planning logistics.

#### Skills

- **Event coordination and problem-solving** for successful execution of school activities.
- **Clear communication** in writing and speaking, including social media and newsletters.
- **Collaboration** with students, staff, and volunteers to enhance school culture.

#### Abilities

- Ability to **engage students** through activities and foster a sense of community.
- Ability to **manage multiple projects** and prioritize effectively.
- Ability to **build relationships** with students, parents, and the broader community.

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## DUTIES AND RESPONSIBILITIES

- Plan, organize, and coordinate social, cultural, recreational, and community service activities for various student groups, collaborating with students and faculty to ensure alignment with school values.
- Schedule events to avoid conflicts and ensure smooth coordination of campus activities.
- Coordinate parent and community volunteers for event planning, organization, hosting, decorating, and staffing.
- Ensure campus activities and volunteer efforts align with school policies and enhance the student experience.
- Conduct orientation programs for new students and parents, working with faculty and staff to provide a welcoming experience.
- Promote student engagement and participation in extracurricular activities, fostering a positive school culture.
- Develop and assist in creating promotional materials, such as flyers and advertising, to raise awareness and recruit participants for events.
- Schedule and organize guest speakers whose messages align with the school's mission and core values.
- Oversee communication efforts related to campus events, including website updates, newsletters, and social media content.
- Build and maintain relationships with community partners to expand opportunities for student involvement.
- Perform additional duties as required to support the mission and vision of Langston Charter Middle School.

## INTERESTED INDIVIDUALS

To apply, please email a cover letter, resume, and current certifications to Principal, David Wooten at [dwooten@langstoncharter.org](mailto:dwooten@langstoncharter.org)

Langston Charter Middle School is an equal opportunity employer. We are committed to fostering a diverse, inclusive, and supportive workplace. LCMS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, LCMS complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.