And the award goes to…

The New Junior High Activities Director!

Starting the Year Off Right
Suggestions for organizing yourself and your class

Shonna August
saugust@hartdistrict.org

Melissa Edsall
melissa.edsall@wjusd.org
Starting the Year off Right
“The Advisor”

- Your Mindset - Accept you will be challenged
- Meet w/ the old ASB advisor
- Look at the old school calendar
- Find an ASB mentor - reach out to your CADA Area for help.
- Familiarize yourself with the law
- Meet with the staff at your school
OH YEAH ACTIVITIES IS ALL FUN AND GAMES

COME TRY IT, IT IS EASY
Starting the Year Off Right
“The Class”

- Parent Meeting
  - Sample Syllabus

- Summer Training/Retreat
  - What is ASB/What is their job
  - Team Building
  - Publicity
  - Evaluate last year-make goals for this year
  - Establish Groups
    - Example of Personality Style Inventory
  - Group/Year long Theme
Establish A Weekly Schedule

- **Sample schedule (Shonna)**
  - **Monday** - Curriculum
  - **Tuesday** - Business Meeting
  - **Wednesday** - It really depends on the week
  - **Thursday** - Work Day
  - **Friday** - Work Day

- **Sample schedule (Melissa)**
  - **Monday** - Group Meetings/Work Day
  - **Tuesday** - Curriculum
  - **Wednesday** - Business Meeting
  - **Thursday** - Curriculum
  - **Friday** - Fun Day/Team Building
Activity Organization

- What is an activity
- Planning Sheet
- Timeline
- Evaluation
- Project Write Up
Grading

● Come up with a plan and stick with it.
● Make it objective - not based on your option and have a way to back it up (rubrics are good).
● Leadership packets each ½ grading period
  ○ Includes - Service Log, Rubric where they grade themselves as well as answer some questions, Monday Commission Mtgs, ASB Mtgs, etc.
● Grade the Project Groups - use a rubric as well

Grading Policy
Selection/Recruitment

- Information meeting
- Recruit
- Does your ASB represent your school population
- Application (include photo)
- Teacher Evaluation
  - Google Eval Form
- Individual/Group Interview
Remember:

- Give students opportunities to play and bond
- You are not alone
- Be Patient
- Find time to relax
- Use mistakes as learning opportunities - and it’s ok to make mistakes!