

Building Activities Director

Purpose Statement

The job of Building Activities Director is done for the purpose/s of directing the athletics, fine arts, and music programs and activities at the feeder and high school level; providing leadership, supervision, assessment and coordination of all respective programs and other student activities in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Director of Student Activities

Essential Functions

- Collaborates with internal personnel and external stakeholders (e.g. coordinates athletic facilities usage, transportation requests, assists as the tournament manager, coordinates varsity athletic schedules, schedules officials and issues contracts, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. verification of athletic eligibility lists, maintenance of permanent records for each program, maintenance of inventory of all athletic equipment, student/athlete evaluations, pre and post season head coaches meetings, game and practice schedules, student/athletic academic progress, fine arts programs and clubs, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Directs the maintenance of services and the implementation of new programs and/or processes (e.g. improving interscholastic programs, develops long range plans for student activities, facilities usage and maintenance, etc.) for the purpose of providing services within established time-frames and in compliance with related requirements.
- Facilitates meetings and workshops (e.g. parent/guardian meetings, financial procedures (booster clubs), regulatory requirements, community involvement, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Manages assigned programs and/or district responsibilities (e.g. remain informed of court decisions or rulings that affect athletic offerings such as bullying, hazing Title IX, race and gender discrimination, school and/or coach negligence, concussion management, etc.) for the purpose of achieving organizational objectives, and ensuring compliance with legal, financial and District requirements.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. approval for fundraiser, oversight of preliminary budget reports to ongoing and final review for booster clubs, meets with heads of programs at the end of each season to develop a budget for the following year, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, districts co-curricular compensation committee, seminars, conferences, coaches training certification, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Performs personnel administrative functions (e.g. hiring coaches, counseling, training, supervising, evaluating, providing mediation between coaches/advisors, assisting in the review of athletic policy, reviewing staff handbook and other resources, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.

- Prepares a wide variety of materials (e.g. plans, budgets for athletic department/equipment, funding requests, internal and external communications, publication of schedules/teams on website, mid/post season program evaluation, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information on a variety of topics related to administrative responsibilities (e.g. school academic-athletic policies, concussion protocol and physical examinations, playing time, coaching philosophy, etc.) for the purpose of providing general information, training others, implementing actions,
- Researches a wide variety of topics (e.g. policies, eligibility requirements, current practices, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and cultural backgrounds; establishing and maintaining effective working relationships with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts; setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling,

crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Teaching Credential

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

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