

## **Director of Student Activities**

### **Purpose Statement**

The job of Director of Student Activities is done for the purpose/s of providing overall leadership, vision, supervision and assessment and coordination of all sports programs and other student activities in order to provide students with a worthwhile learning experience.

This job reports to Assistant Superintendent of Secondary Schools

### **Essential Functions**

- Attends a variety of meetings (e.g. NDHSAA, Western Dakota Association/West Region, NDIAAA, NIAAA, Coaches Council, community agencies, etc.) for the purpose of representing Bismarck Public Schools for continual support/improvement of interscholastic programs and student activities.
- Collaborates with internal and external personnel (e.g. building and grounds department, coach's council, other administrators, Parks and Recreation department, public agencies, community facilities, etc.) for the purpose of obtaining rental facilities and/or implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Coordinates all student activities in the school district for the purpose of insuring maximum participation and progressive development of students.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings and workshops (e.g. personnel actions, financial procedures, 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.
- Interprets school board policy and administrative regulations to assigned activities personnel and community agencies for the purpose of serving as a resource and providing overall leadership and coordination of all sports programs and student activities.
- Manages assigned program and/or departmental responsibilities (e.g. long range planning, tournament scheduling and management, conflict resolution, training services, facilities scheduling, fiscal matters, personnel matters, fundraising activities, transportation requests, districts coaches' education program, etc.) for the purpose of achieving organizational objectives, and ensuring compliance with legal, financial District requirements, and NDHSAA requirements.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, seminars, conferences, school districts co-curricular compensation committee, 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. recruitment, hiring, orientating, counseling, training, supervising, evaluating, providing professional development opportunities, 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 often complex materials (e.g. plans, budgets, funding requests, directory of activities' employees, 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. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.
- 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.
- Reviews and maintains a variety of written materials (e.g. staff handbooks, parent handbooks, athletic policies, end of season reports, eligibility reports, participation surveys, game schedules, injury reports, employee contracts, directory of activities employees, permanent records of program wins, etc.) for the purpose of recommending improvement to the building's activity programs and/or the performance of its director/assistant.
- Utilizes a variety of written and electronic media (e.g. website/electronic newspaper, news release, sports publicity, stories of interest, etc.) for the purpose of promoting sports programs and student activities to the district and public.

### **Other Functions**

- Performs other related duties as assigned by the Assistant Superintendent of Secondary School, the School Superintendent, and/or the School Board 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 need to occasionally 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 algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; long range plans for students, facilities, and programming; and interscholastic policies and procedures for the district, state, and NDHSAA.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex 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 widely 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 requires analysis based on organizational objectives; 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; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly 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 60% sitting, 20% walking, and 20% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

- Experience:** Job related experience within a specialized field is required.
- Education:** Masters degree in job-related area.
- Equivalency:** Minimum of 5 years successful teaching/coaching experience; minimum of 2 years' administrative experience preferred.

**Required Testing:**

**Certificates and Licenses**

Valid North Dakota Teacher Certificate  
Master's Degree educational administration certification  
Valid North Dakota Administrator's Certificate

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance

<b>FLSA Status</b>	<b>Approval Date</b>	<b>Salary Grade</b>
Exempt		District Activities Director