



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Director of Activities and Facilities	Department: Activities and Facilities	Bargaining Unit:
Immediate Supervisor: Superintendent	Comparable Worth Rank:	FLSA Status: Exempt

Job Summary:

Under the direction of the Superintendent, the Director of Activities and Facilities is responsible for providing leadership, oversight and supervision over the operations and staff involved in district athletics, activities and facilities. Duties include organizing and supervising district athletics, activities and co-curricular events, district contests and tournaments; establishing the activities calendar; directing, supervising and overseeing activities staff and operations; preparing, recommending and monitoring the activities budget(s); providing direction and support for fundraising opportunities and dealing with public relations aspects of the athletic/activities program(s). This position is also responsible for overseeing the functions of building and grounds and serving as the Districts Health and Safety Coordinator.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages, supervises and directs the personnel of athletics, activities and facilities.
 - a) Screens, interviews, hires, transfers, disciplines and discharges departmental staff, coaches and advisors.
 - b) Monitors the accomplishment of departmental programs, projects and goals.
 - a) Conducts evaluations of coaches, advisors, facilities and secretarial staff.
 - b) Determines employee renewal and/or improvement plans.
 - c) Examines, controls and/or reorganizes departmental responsibilities, operational procedures, protocols, methods and policies to better accomplish departmental/district goals and objectives.

- Organizes and directs all athletics and activities programs and services directly or through head coaching personnel and activity advisors.
 - a) Plans for and schedules all athletic and activity events or performances.
 - b) Coordinates arrangements for facilities, transportation needs, event supervision, and/or maintenance/set up needs for events/activities.
 - c) Coordinates the scheduling and hiring of event officials and judges for all activities.
 - d) Provides instruction and interpretation of rules and procedures.
 - e) Mediates and/or intervenes in coach/advisor, parent and student problems.
 - f) Manages student award and recognition programs at the local and state level.
 - g) Coordinates events and activities assuring MN State High School League rules, policies and guidelines are followed. Oversees and monitors student academic eligibility and registration.
 - h) Collaborates and works with coaches and advisors in evaluating and assessing program needs and programming.
 - i) Oversees the supervision and coordination of home athletic events. Directs the payment of game officials and event workers, responsible for the collection and deposit of gate receipts, monitors weather and assesses condition of performance and competition facilities and determines when or if postponing or rescheduling of events are necessary.
 - j) Monitors, investigates and addresses the behavior of students involved in athletics and activities.

- Oversees and administrators the operations of the buildings and grounds department and its staff.
 - a) Monitors and assures indoor and outdoor facilities are safe and clean. Serves as the Health and Safety Coordinator.
 - b) Leads the coordination of building use, scheduling and emergency response planning/reporting.
 - c) Oversees District efforts to increase building efficiencies, indoor air quality, and security issues.
 - d) Leads the planning and coordination of facility improvements, repairs, energy conservation, maintenance, ground maintenance and improvements.
 - e) Develops and plans for building long-term improvements. Determines building maintenance, ground care, and purchasing priorities.
- Prepares, submits, recommends and defends the proposed athletic/activities/facilities budgets and plans.
 - a) Monitors and authorizes purchases for equipment, supplies, official fees and purchases requested of coaches and activities advisors.
 - b) Seeks and writes grants for additional funding.
 - c) Collaborates with building administrators, finance and district administration concerning the planning and implementation of building and grounds capital and maintenance projects, community needs and requirements.
- Develops and coordinates public relation, public information and fundraising activities.
 - a) Coordinates the promotion of athletic/activity programs and events.
 - b) Organizes, oversees and coordinates the printing of calendars, schedules, contest rosters and information materials for activities and parents.
 - c) Collaborates with coaches in promoting and communicating media information related to their programs.
 - d) Collaborates and works closely with booster club, media, other athletic directors, district personnel, community organizations, and others in promoting and coordinating programs and events.
- Performs other duties of a comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
 - b) Keeps abreast of changing developments, trends, and technologies within the field.
 - c) Represents the District at Leagues, conferences, Coaches Association, State meetings, etc.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	District Engineer	1
2	Building Engineer	2
3	Night Lead Custodian	1
4	Custodian	4
5	Groundskeeper	2
6	Secretarial/Office Support	1
7	Coaches and Advisors	55

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Bachelor's Degree
	High school diploma or GED.		Major field of study or degree emphasis: Education, Sports Management or closely aligned area.
	1 year college	2 years college	
	3 years college	x 4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • MN State High School League eligibility rules, rules and policies. • Local and state rules, regulations or laws pertinent to facilities, athletics, activities, school health and safety. • District procedures and policies governing procurement, student discipline, risk management, and contracting procedures for outside personnel. <ul style="list-style-type: none"> ▪ Knowledge of the operation of building management and grounds systems (e.g. security systems, HVAC systems, plumbing and electrical work, etc.). ▪ Fundamentals, concepts and processes of planning and contracting out contracted services. • Management theories, principles and techniques. • Fundamentals of budgeting and accounting. • Athletic administration principles, practices and procedures. • Fundamentals of public relations. <ul style="list-style-type: none"> ▪ Federal and state health and safety codes and regulations ▪ Building and construction codes and requirements • Office administrative and recordkeeping principles, practices, and requirements pertaining to assignment.
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 5 years coaching, sports management and supervisory experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a valid driver's in the State of MN.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Supervising, delegating and monitoring the performance of activities of coaches, advisors and building and grounds personnel. • Organizing and scheduling of athletic/activity contests, schedules, and event personnel. • Monitoring and formulating procedures to assure all athletic/activity programs and ensures they meet state and federal laws, rules and requirements applicable. • Conducting public relation and fundraising activities including promotion of programs, meeting with citizens, resolving conflicts and in making presentations. • Planning, monitoring and implementing program budgets. 	

- Planning, implementing and monitoring various departmental projects, programs, renovations and contracted services across the district.
- Applying procurement techniques, e.g., bid work, preparing project specifications, pricing and ordering.
- Planning, overseeing and developing preventive maintenance plans, schedules and procedures.
- Planning, prioritizing, and organizing tasks and functions.
- Ability to work independently with minimal supervision.
- Planning and addressing facility needs and requirements with respect to safety and health, state and municipal requirements, laws, codes, rules and guidelines.
- Developing and implementing athletic/activity programs consistent with the philosophy of the district and to assure a proper balance between athletic/activity needs of students and the community.
- Communication and public speaking.
- Developing, motivating, and fostering collaborative relationships both inside and outside the organization.
- Ability to deal effectively and appropriately with parents, students, staff, administrators, community groups, coaching, and advisory personnel.
- Conflict resolution and organizational skills.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to disagreeable conditions involving human/student/parental contact. Duties also involve working irregular or evening hours due to events, contests or other functions.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs				X
Walk			X		Up to 25 lbs		X		
Sit			X		Up to 50 lbs		X		
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 4/2015 by BCC. Updated 5/2015.