

Building Activities Director

Purpose Statement

The Building Activities Director oversees athletics, fine arts, and music programs at both the feeder and high school levels. This role includes providing leadership, supervision, assessment, and coordination of all respective programs and student activities, ensuring compliance with established guidelines and standards. The Director serves as a member of the leadership team.

Supervisory Relationship

Reports to: Director of Student Activities

Essential Functions

- **Coordinate Program Activities:** Collaborate with internal personnel and external stakeholders to coordinate athletic facilities usage, transportation requests, and tournament management. Schedule varsity athletic events, officials, and contracts.
- **Data Management:** Compile and maintain data, including athletic eligibility lists, permanent program records, equipment inventory, student evaluations, and academic progress reports. This ensures compliance with policies and aids in program monitoring.
- **Program Implementation:** Direct and maintain current services while implementing new programs and processes to improve interscholastic activities. Develop long-term plans for student activities and facility usage.
- **Facilitate Meetings:** Lead meetings and workshops with parents, guardians, booster clubs, and community members to discuss financial procedures, regulatory requirements, and community involvement.
- **Oversee Compliance:** Manage district responsibilities related to legal, financial, and policy compliance, staying informed on court decisions and regulations affecting athletic programs.
- **Budget Management:** Monitor budget allocations, expenditures, and fund balances. Approve fundraisers and oversee budget reports for booster clubs. Collaborate with program heads to develop budgets for the upcoming year.
- **Participate in Professional Development:** Attend and participate in workshops, seminars, conferences, and training sessions to gather information and fulfill administrative responsibilities.
- **Personnel Management:** Hire, train, supervise, and evaluate coaches. Provide mediation, review athletic policies, and ensure staff adhere to guidelines and procedures.
- **Prepare Reports and Materials:** Develop plans, budgets, funding requests, schedules, and evaluations. Document activities and ensure compliance with audit requirements.
- **Present Information:** Share information on academic-athletic policies, concussion protocols, physical examinations, playing time, and coaching philosophy. Provide training and implement actions as needed.
- **Conduct Research:** Investigate policies, eligibility requirements, best practices, staffing needs, and financial resources to develop new programs and ensure compliance.
- **Resolve Issues:** Address staff concerns, policy conflicts, community and parental requests, and other issues to prevent negative impacts and liabilities.
- **Adhere to School Policies:** Follow school policies and procedures to ensure compliance with organizational standards and regulatory requirements.
- **Attendance:** This position requires prompt and consistent attendance to fulfill job responsibilities effectively.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operate standard office equipment and software applications.
- Plan and manage projects and programs.
- Oversee financial activities and maintain accurate records.
- Develop effective working relationships and administer personnel policies.

Knowledge

- Basic math, including fractions, percentages, and ratios.
- Pertinent laws, codes, policies, and regulations.
- Personnel processes and standard business practices.

Abilities

- Schedule and manage multiple activities, meetings, and events.
- Analyze data using defined processes.
- Work independently and collaboratively with diverse individuals and groups.
- Communicate effectively and maintain confidentiality.
- Make accurate decisions and prioritize tasks in a dynamic environment.

Responsibility

Work independently under broad organizational guidelines. Manage a department and direct budgeted funds. Utilize resources from other work units to achieve objectives.

Work Environment

Occasional lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 50% sitting, 20% walking, and 30% standing. Some exposure to temperature extremes and a generally hazard-free environment.

Experience

Job-related experience with increasing levels of responsibility is required.

Education

Master's degree in a job-related area.

Certificates and Licenses

Teaching Credential.

Continuing Education/Training

Maintains certificates and/or licenses

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Exempt

Salary Grade

Building Activities Director

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.