



## Director of Student Activities

### Purpose Statement

The role of the Director of Student Activities is to provide leadership, vision, supervision, and coordination of all sports programs and student activities, ensuring students have a worthwhile learning experience.

### Supervisory Relationship

Reports to: Assistant Superintendent of Secondary Schools

### Essential Functions

- **Meeting Attendance:** Represent Bismarck Public Schools in meetings with organizations such as NDHSAA, Western Dakota Association/West Region, NDIAAA, and NIAAA to support and improve interscholastic programs and student activities.
- **Collaboration:** Work with internal and external personnel, including building and grounds departments, coaches, administrators, and community agencies, to secure facilities and maintain services and programs.
- **Data Compilation:** Collect and analyze data from various sources to ensure compliance with policies and monitor program effectiveness.
- **Activity Coordination:** Oversee all student activities to maximize participation and foster student development.
- **Department Management:** Direct department operations, including service maintenance and new program implementation, ensuring timely and compliant delivery.
- **Facilitation:** Conduct meetings and workshops on topics like personnel actions, financial procedures, and community involvement to address issues and support staff.
- **Policy Interpretation:** Explain school board policies and administrative regulations to staff and community agencies, providing leadership for all sports programs and student activities.
- **Program Management:** Manage long-term planning, tournament scheduling, conflict resolution, training, facilities scheduling, financial matters, and personnel issues to achieve organizational goals and ensure compliance.
- **Personnel Functions:** Handle recruitment, hiring, training, supervision, evaluation, and professional development of staff to maintain productivity and meet departmental goals.
- **Information Presentation:** Present information on financial matters, program overviews, policies, and procedures to provide general information, train others, and implement actions.
- **Research:** Investigate policies, eligibility requirements, staffing needs, and financial resources to develop new programs and ensure compliance.
- **Issue Resolution:** Address staff, policy, community, and parental concerns to identify issues and implement solutions to minimize negative impact and liability.
- **Documentation:** Prepare and maintain materials like plans, budgets, funding requests, handbooks, reports, and schedules to document activities, meet compliance requirements, and support requested actions.
- **Promotion:** Use various media to promote sports programs and student activities to the district and public.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

### Job Requirements: Minimum Qualifications

#### Skills

- Proficiency in operating standard office equipment and software applications.
- Effective planning, project management, and organizational skills.

- Strong record-keeping and documentation abilities.
- Ability to develop effective working relationships and administer personnel policies.

### **Knowledge**

- Understanding of pertinent laws, codes, policies, and regulations.
- Familiarity with personnel processes, standard business practices, and long-range planning for students, facilities, and programming.
- Knowledge of interscholastic policies and procedures for the district, state, and NDHSAA.

### **Abilities**

- Schedule and prioritize multiple activities, meetings, and events.
- Work flexibly with diverse individuals and groups.
- Analyze data and solve problems using complex processes.
- Provide leadership, direction, and team building.
- Communicate effectively with diverse educational and cultural backgrounds.
- Work independently under time constraints to meet deadlines and schedules.

### **Responsibility**

Work independently under broad guidelines to achieve unit objectives. Manage a department and supervise the use of funds. Utilize resources from other work units as needed. Have a significant impact on the organization's services.

### **Work Environment**

Physical activities include occasional lifting, carrying, pushing, and pulling, some climbing and balancing, and some stooping, kneeling, crouching, and crawling. Significant fine finger dexterity is required. Generally, the job requires 60% sitting, 20% walking, and 20% standing. Work is performed under some temperature extremes and in a generally hazard-free environment.

### **Experience**

Job-related experience within a specialized field is required.  
Minimum of 5 years of successful teaching/coaching experience.  
Minimum of 2 years of administrative experience preferred.

### **Education**

Master's degree in a job-related area.

### **Certifications and Licenses**

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

### **Continuing Education/Training**

Maintains Certificates and/or Licenses

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Salary Grade**

District 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.*