

JOB DESCRIPTION - ATHLETIC DIRECTOR

Qualifications: Possess knowledge and background in high school interscholastic sports including WIAA regulations and have demonstrated managerial and organizational skills necessary to direct an athletic program including but not limited to scheduling, personnel, inventory control, facilities planning, and budgeting.

Reports to: High School Principal

Basic Function: To coordinate and administer the district's interscholastic athletic program for all sports in grades 6 -12 in accordance to the district's, WIAA, and CWC policies.

Work Schedule: Work schedule varies depending on assignment tasks with one hour per school day of released time.

Job Goal: To provide students interscholastic athletic experiences which enhance their high school and middle school educational experiences.

Evaluated by: High School and Middle School Principals.

Responsibilities:

1. Organize all interscholastic athletic events.
  - a. Schedule all athletic contests.
  - b. Direct hiring and contracting of all game or meet officials for athletic contests in cooperation with district bookkeeper.
  - c. Arrange supervision for athletic events.
  - d. Provide Transportation Director with information necessary to schedule buses and other school vehicles as may be needed for athletic events.
  - e. Arrange for medical and emergency services at athletic contests.
2. Provide administrative services for all athletic events.
  - a. Prepare and distribute eligibility rosters.
  - b. Advise custodial staff on needs of the athletic program.
  - c. Develop procedures for treating athletic injuries during school events.
  - d. Prepare and monitor annual athletic budget.
  - e. Administer all athletic policies as detailed by district, athletic conference and or WIAA regulations.

- f. Prepare and revise as necessary athletic forms and records.
  - g. Maintain records of all athletic contests, awards and records.
  - h. Coordinate athletic awards program including the establishment of award criteria.
  - i. Organize the annual athletic banquet.
3. Maintain athletic facilities and equipment.
    - a. Assist coaches in selecting athletic equipment.
    - b. Prepare inventories for all supplies and equipment in cooperation with head coaches.
    - c. Supervise or provide for supervision of all athletic facilities.
    - d. Work with Head of Custodians to maintain athletic facilities.
    - e. Insure that all equipment is properly stored and or reconditioned at the end of each season.
    - f. Provide for preparation of fields, courts, public address systems, and lights.
  4. Comply with all WIAA Regulations
    - a. Keep WIAA required injury records, compensation, and insurance information.
    - b. Review student physical examination records.
    - c. Keep records of participants for each sport.
  5. Monitor and direct district compliance with Central Wisconsin Conference rules and regulations.
  6. Other Responsibilities.
    - a. Assist the high school principal in evaluating the total athletic program.
    - b. Assist in the selection of coaches.
    - c. Orient new athletic coaching personnel.
    - d. Schedule the use of athletic facilities.
    - e. Represent the district at all WIAA, CWC, and WADA athletic meetings.
    - f. Act as liaison between athletic coaches, administration, parents, and community groups.

Approved: May 15, 1995