



## Job Description

**Position Title:** Athletic Director

**Employee Group:** Administration

**Contract Length:** 261 days

**FLSA:** Exempt

**Supervisory Responsibilities:** Athletic office staff, Co-curricular event staff, and Coaches

**Reports to:** High School Principal

### **Qualifications:**

1. Master's Degree
2. Valid Wisconsin DPI administrative license
3. Minimum of 5 years co-curricular experience

### **Position Summary:**

The Athletic Director provides support to the instructional process with specific responsibility for coordinating district athletics and facility use; provides information and serves as a resource to others; supervising assigned staff; and addressing issues, situations, and problems that arise at athletic events or with enrolled students-athletes.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Program Management:
  - Oversee and manage all athletic programs and sports teams.
  - Develop and implement athletic policies and procedures.
  - Coordinate the scheduling of practices and games.
  - Encourage and support student participation in school-sponsored activities.
2. Budgeting and Financial Management:
  - Prepare and manage the athletic department's budget.
  - Ensure proper allocation and management of resources.

3. Compliance and Regulations:

- Ensure compliance with state, conference and local regulations, including those set by the Wisconsin Interscholastic Athletic Association (WIAA).
- Maintain knowledge of and enforce school district policies related to athletics.
- Serve as the district liaison to the WIAA.

4. Staff Supervision:

- Hire (in conjunction with principals), train, and evaluate coaches and athletic staff.
- Provide support and professional development for coaching staff.
- Manage and oversee the recruitment and retention of athletic staff and event workers.
- Supervise and evaluate staff by implementing established district policies, procedures and protocols.
- Collaborate with the principal in organizing and assigning staff to ensure proper direction and supervision of student activities during home and away athletic events.

5. Student Athlete Welfare:

- Ensure the health, safety, and well-being of student-athletes.
- Implement and monitor concussion protocols and other health guidelines.
- Address and resolve any issues related to student-athlete conduct and eligibility.

6. Facility Management:

- Oversee the scheduling of district facilities.
- Ensure that facilities are safe and properly equipped for events and practices.
- Collaborate with the Director of Facilities to schedule maintenance in district athletic facilities.

7. Community and Public Relations:

- Act as a liaison between the school and the community, including athletics-related booster clubs.
- Promote athletic programs through various channels, including social media and local media.

8. Academic Integration:

- Monitor the academic performance of student-athletes to ensure eligibility; communicate closely with coaches and administrators.

- Work with teachers and counselors to support student-athlete success in both academics and athletics.

9. Communication:

- Maintain open communication with parents / families, students, coaches, and school administrators.
- Address and resolve conflicts or concerns from parents / families, students, or staff.

10. Equipment and Supplies Management:

- Oversee the acquisition and maintenance of athletic equipment and supplies.
- Ensure that equipment meets safety standards and is properly maintained.

11. Data Management and Reporting:

- Maintain accurate records of athletic participation, performance, and incidents.
- Prepare reports for school administration and other stakeholders.

12. Other Functions

The Athletic Director will:

- Perform all other duties as assigned by the high school principal or district administrator.
- Follow district policies and promote a positive image of the District at all times.
- Properly handle confidential matters relating to students, student records, parents/guardians, and staff.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Knowledge, Skills, Abilities**

Excellent written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as IEP's, 504's, District reporting forms, athletic rule and event procedure manuals, and governmental regulations.

Ability to effectively and persuasively present information and respond to questions from diverse groups of administrators, staff, students, and families.

Ability to independently and cooperatively define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good and effective relationships with others. Good human relations skills.

Knowledge of conflict resolution and crisis de-escalation techniques.

Ability to use job-related equipment using pertinent software applications.

Adapt to changing work priorities with interruptions.

### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, turning, lifting, carrying, and reaching. Ability to sit and stand for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close and far vision.

### **Work Environment**

This job is performed indoors and outdoors in public spaces and in a group office setting. The noise level in the work environment is low to moderate, but can be disrupting at times. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: 4/5/99

Revised: October 2006  
July 2015  
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