



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Middle School Athletic Coordinator

Employee Group: Teacher - Co-Curricular

Assignment Length: School year

FLSA: Exempt

Supervisory Responsibilities: Middle School Coaches

Reports to: Athletic Director and Middle School Principal

Qualifications:

1. Bachelor's Degree; Education-related preferred
2. Proficiency in oral and written communication skills
3. Ability to assume responsibility, display initiative, think critically and exercise good judgment
4. Advanced computer skills and ability to operate office equipment
5. Minimum of 3 years co-curricular experience

Preferred experience:

Wisconsin DPI Administrative License

Job related experience in the district

Position Summary:

The Middle School Athletic Coordinator provides support to the middle school athletic program with specific responsibility for transportation coordination, team organization, game management and facility scheduling; provides information and serves as a resource to others; supervising assigned staff; and addressing issues, situations, and problems that arise within the overall program of middle school sports.

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. Create and maintain middle school athletic schedules.
2. Supervise middle school home athletic events.
3. Hire officials for home athletic events.
4. Secure and schedule workers for home athletic events.
5. Coordinate transportation with the district bus company and coaching staffs.

6. Maintain an accurate record keeping system regarding student eligibility and communicate this to coaches, families and administrators.
7. Monitor for middle school compliance with all conference, state, and district rules related to athletics, including participation in conference meetings.
8. Communicate consistently in partnership with the high school athletic director; serve as the primary point of contact to the high school athletic department.
9. Recommend, in conjunction with the high school athletic director and high school head coaches, middle school head coaches.
10. Supervise and evaluate middle school athletic coaches employed by the district.
11. Coordinates with coaching staff the equipment maintenance, storage, and upkeep, as well as equipment disbursement and collection.

Other Functions

The Middle School Athletic Coordinator will:

- Perform all other duties as assigned by the high school athletic director and middle school principal.
- 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 district reporting forms and conference by-laws.

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

Knowledge of child development and best practices in coaching.

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. Occasional

lifting and/or moving of up to 50 pounds. 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: July 2024