

## **ATHLETIC DIRECTOR (JOB DESCRIPTION)**

### **Qualifications:**

1. Teacher certification preferred;
2. Coaching experience preferred.
3. Must have a working knowledge of the Wisconsin Interscholastic Athletic Association (WIAA);
4. Must meet any additional qualifications set by the district; and,
5. Possession of some administrative training or education is desirable.

**Reports to:** District Administrator with regard to athletic budget and finance.

### **Duties and Responsibilities:**

The Athletic Director shall:

1. Prepare the master sports schedule. He/she shall receive a conference schedule from the commissioner, schedule conference, non-conference, varsity and junior varsity contests and assist coaches with track and cross country.
2. Hire all officials not assigned by the conference.
3. Oversee athletic physicals. He/she shall arrange for physicals and keep a record of athletes with physicals.
4. Supervise athletic eligibility. He/she shall record and maintain a list of athletes who have handed in signed training rules, record and maintain athletic ineligibility of individual athletes and inform athletes and parents/guardians of ineligibility according to current athletic policy.
5. Direct or assign all tournaments held at South Shore.
6. Be in charge of awards. He/she shall order letters, distribute awards and assist in scheduling and planning the awards banquet, if held.
7. Maintain equipment inventory and a long-range equipment replacement plan.
8. Act as a resource person for all coaches.
9. Supervise, or designate supervision of all athletic events hosted by the district.
10. Assign all game workers according to the master contract.
11. Assist in hiring coaches.
12. Recommend coaching changes.
13. Oversee athletic facilities so that playing facilities are prepared for practices and contests.
14. Recommend policy changes.

15. Schedule and chair co-curricular council meeting.
16. Disseminate all WIAA materials and help enforce all WIAA rules and regulations.
17. Perform any and all other duties prescribed by the District Administrator.

**Evaluation:**

Performance of this position will be evaluated annually in accordance with provisions established in Board policy.

**Terms of Employment:**

Per contract approved by the Board.

LEGAL REF.:                   Section 121.02(1)(q)       Wisconsin Statutes  
  PI 3, Wisconsin Administrative Code  
  PI 8.01(2)(q)

APPROVED:                   February 16, 2011