

**Wrightstown Community School District**  
**5-12 Activities/Athletic Director**  
(Job Description)

**Primary Objectives**

- To insure the development, implementation, and maintenance for athletics and student activities in the middle and high schools
- To maximize student achievement through efforts in assuring regular attendance for all students
- To maintain a close relationship with the Middle and High School Principal to assure that the programs and policies of the Board of Education are carried out in an efficient and uniform manner

**Performance Responsibilities****➤ Attendance Officer**

- Maintain high visibility throughout the schools
- Interact with students to encourage each individual to perform at highest level
- Assume responsibility for attendance of middle and high school students
- Confer with and coordinate students, parents / guardians and / or local support teams on matters of student attendance requiring intervention, support and assistance
- Develop, supervise, and manage the maintenance of accurate student attendance records in accordance with state and federal laws and regulations and District policies

**➤ Athletics and Co-Curricular Activities**

- Promote, plan, supervise and evaluate a program of student athletics and co-curricular activities
- Interpret and enforce Student Handbook, Athletic Policy and Co-Curricular Code of Conduct
- Prepare, oversee, and organize schedules, facility use and practice times
- Prepare for, organize and oversee home contests, including event set-up and readiness, employment of game officials, meet manager, timers, scorers, crowd control and other personnel needed
- Assure supervision of home events when unable to be in attendance
- Schedule transportation for out-of-district athletic and co-curricular events
- Maintain student records for WIAA and Wrightstown Community School District
- Assume primary responsibility for procurement, care, maintenance, and inventory of athletic equipment and supplies, including overseeing staff issuance of equipment and uniforms
- Prepare and administer athletic and co-curricular budget with assistance from staff, Principal and Business Manager
- Plan and coordinate code of conduct meetings, pep rallies, award programs, recognition programs and any other activities related to athletics and co-curricular activities

**➤ Decision Making & Problem Solving**

- Make decisions in a timely fashion, appropriately involving others, and maximize decision effectiveness by follow-up actions
- Clearly communicate decision-making processes and final decisions with rationale to all affected

**➤ Communications and Community Relations**

- Keep the community informed about school activities through newsletters, attendance at parent meetings, programs, community leadership
- Maintain regular communications with the Middle and High School Principals and make recommendations to the principal related to his / her areas of responsibility and other matters as deemed appropriate
- Encourage parent visits and involvement in all aspects of the school
- Communicate and work with Administrative Team to share ideas, problems, and expertise

➤ Human Resource Management

- Recruit and make recommendations to the principal, superintendent, and Board of Education for the employment of middle and high school coaches and activity advisors for all athletic and co-curricular programs
- Conduct annual formal evaluations of head coaches and activity advisors
- Oversee the implementation and completion of an evaluation program for assistant coaches
- Develop and administer an orientation program for coaches and co-curricular advisors
- Maintain positive staff relations and communications

➤ Leadership

- Model and facilitate good human relations skills; effectively interact with others
- Recognize efforts of students and teachers
- Communicate high expectations for both staff and students and provide appropriate motivation

➤ Other Responsibilities

- Perform any and all other duties prescribed by the District Administrator

**Reports To**

- District Administrator

**Qualifications**

- Legal requirements for certification established by Wisconsin Statutes and the Department of Public Instruction
- At least six years of experience in education
- Background in middle or high school athletic programs including, but not limited to, coaching, scheduling, event management, community relations, and personnel selection and evaluation

**Evaluation**

- Annual written evaluation to be completed by the District Administrator, with feedback from the Middle and High School Principals, based on a mutually agreed upon evaluation system

*Adopted: 2/16/2011*

*Reviewed:*

*Revised:*