

Wrightstown Community School District
5-8 Activities Director
(Job Description)

Primary Objectives

- To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- To insure the development, implementation, and maintenance for athletics and student activities in Grades 5-8
- To work collaboratively with the Middle School Principal to maintain athletic and student activities that support the overall building programs
- To maintain a close relationship with the District Administrator to assure that the program and policies of the Board of Education are carried out in an efficient and uniform manner

Performance Responsibilities**➤ Leadership**

- Maintain high visibility and approachability throughout the school
- Model and facilitate good human relations skills; effectively interact with others
- Recognize efforts of students and coaches
- Communicate high expectations for both staff and students and provide appropriate motivation
- 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

➤ 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
- Schedule transportation for out-of-district athletic and co-curricular events
- Maintain student records for the Wrightstown Community School District
- Work collaboratively with the 9-12 Activities Director for procurement, care, maintenance, and inventory of athletic equipment and supplies, including overseeing staff issuance of equipment and uniforms and creating a budget
- Plan and coordinate code of conduct meetings, pep rallies, award programs, recognition programs and any other activities related to athletics and co-curricular activities

➤ Human Resource Management

- Recruit and make recommendations to the Middle School Principal, 9-12 Activities Director, and superintendent for the employment of coaches for all athletic programs
- Conduct annual informal evaluations of coaches and activity advisors and hold a conference with all the coaches to gather recommendations for program improvements
- Conduct an orientation program for coaches and co-curricular advisors
- Maintain positive staff relations and communications

➤ Communications and Community Relations

- Conduct coaches' meetings as well as family meetings before each season to share information about sportsmanship and player/parent expectations
- Keep the community informed about school activities through newsletters, attendance at parent meetings, programs, and community leadership
- Communicate and work with the 9-12 Activities Director and Middle School Principal to share ideas, problems, and expertise

➤ Other Responsibilities

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

Reports To

- Middle School Principal

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 Middle School Principal, with feedback from 9-12 Activities Director, based on a mutually agreed upon evaluation system

Adopted: 10/16/19

Reviewed:

Revised: