

Tri-County Area School District
Plainfield WI

Job Description

JD CC 201
Updated: July 2009

Position Title: **Athletic Director (7-12)**

Qualifications:

- Bachelor's degree, or higher, in education.
- Successful coaching experience.
- Demonstrable organizational and supervisory skills.
- Ability to work with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to lead and manage others effectively.

Immediate Supervisor: 7-12 Principal

Position Function:

The Athletic Director is a professional school employee who spends varying amounts of time each day dealing with the extra-curricular program of athletics and cheerleading in all of its aspects. This person is responsible for making sure that the athletic program runs smoothly and equitably, and in that role he/she must be aware of local, state, and federal guidelines and requirements which impact upon the athletic program and communicate that knowledge to the various coaches who are employed by the Tri-County Area School District. This person also acts as the primary liaison between the coaching staff and athletes of this school district and the other schools with which they compete and between the school and the patrons of the district regarding athletic matters. This person also supervises and coordinates the Tri-County coaching staff.

Specific Responsibilities:

- Immediately responsible for building the athletic schedules for **all** programs and responsible for making sure **all** transportation is arranged and that arrangements have been made for **all** game officials.
- Coordinate the budgeting and purchasing of all equipment and supplies used in athletic activities (no purchasing will be done directly by coaches).
- Share with other staff members the duties of crowd control at home athletic events.
- Arrange for contracts with officials for all games not scheduled by the conference commissioner.

- Make all the necessary arrangements for post-season athletic events hosted by Tri-County.
- Assist in the planning of activities in connection with special athletic events.
- Plan, organize, and conduct sports awards ceremonies.
- Plan, organize, and conduct athletic banquets or dinners.
- Work with the athletic directors of the other schools in the Central Wisconsin Conference to make scheduling changes as called for by weather and other situations that may arise.
- Order awards, trophies, letters, etc. in a timely fashion so that they may be presented at awards ceremonies.
- Act as faculty advisor of the T.C. Club and supervise its activities.
- Work with the athletic directors of non-conference schools to schedule additional contests to supplement the regular conference competition.
- Act as chairman of the Athletic Council; and in that role, conduct investigations and hearings involved alleged student violations of the co-curricular code.
- Maintain a sportsmanlike and cooperative relationship with the athletic directors and coaches of the various other schools with which Tri-County competes.
- Attend all conference athletic directors' meetings and effectively communicate Tri-County's concerns to the other members of that group.
- Explain and interpret the Tri-County Co-Curricular Code to student athletes/cheerleaders and their parents throughout the year.
- Host an orientation meeting for athletes/cheerleaders in the Tri-County Area School District or to the Tri-County athletic program and their parents.
- Coordinate the equitable scheduling of the use of school facilities for practice sessions and/or games in order to minimize conflicts among coaches of the various sports.
- Meet with new coaches to the staff prior to the start of the sports season and other coaches regularly (at least once per sports season, preferably monthly) in order to make them aware of conference decisions, school regulations, student eligibility problems, etc., being particularly sure to include those who are not members of the Tri-County teaching staff.
- Monitor student's WIAA eligibility and check regularly with teachers regarding ineligible students' academic progress.
- Issue news releases as appropriate regarding athletic matters.
- Publicize and coordinate student applications for athletic-related awards such as Army Scholar Athlete and WIAA Student Athlete.
- Supervise the housing and transportation arrangements for students and coaches who attend state championship competition, either as spectators or as participants.
- Work with the district's bus contractors to arrange for transportation to all athletic events.
- Supervise the issuance of checking in of all athletic uniforms and equipment to prevent the loss of school-owned items.
- Assist the coaches in disciplining and/or counseling student athletes.
- Coordinate community support of the Tri-County athletic program and act as the primary liaison with any parent or booster group which may exist.
- Perform other duties as assigned by the 7-12 Principal and/or the District Administrator.
- Assist coaches in organizing and implementing a parents' night program.

NOTE: In instances where the Athletic Director is a faculty member, the Principal will evaluate coaches who are faculty members and the Athletic Director will evaluate coaches who are non-faculty members. In the event that the Athletic Director is not a faculty member, the Athletic Director will conduct all coaching evaluations.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the 7-12 principal.