

MANAWA SCHOOL DISTRICT OF MANAWA
ATHLETIC & ACTIVITIES DIRECTOR
JOB DESCRIPTION

- QUALIFICATIONS:**
1. Administrative certification as required by State of Wisconsin or applicable work experience.
 2. Knowledge of the organization and operation of the athletic/activities,
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programs and events.
 3. Any other qualifications the Board of Education may deem necessary or desirable.
 4. Ability to direct and supervise head and assistant coaches/advisors

JOB GOAL: To direct, organize, supervise and maintain district athletic programs

EVALUATOR: ~~District Administrator~~ High School Principal

TERMS OF EMPLOYMENT: 12-month part-time position, no benefits, annual stipend determined by the Board of Education as recorded in the Salary and Stipend Guide.

PERFORMANCE RESPONSIBILITIES:

1. Develops a co-curricular budget for submittal to the Business Manager and manages the approved budget.
2. Arranges and contracts all athletic contests and workers: including officials, supervision and all other workers necessary for the proper functioning of the athletic contest.
3. Establishes and maintains an athletic and activities master calendar and building use schedule.
4. Monitors and reports on eligibility status of all students involved in co-curricular activities.
5. Schedules all athletic/activity events and practices in a manner which ensures equity.
6. Coordinates support activities at athletic events including, but not limited to: concessions, pep band, and cheer squad.
7. Coordinates athletic/activity transportation with administration, coaches and the transportation coordinator.
8. Ensures facilities and equipment are properly prepared for contests.
9. Represents the School District of Manawa at state and area athletic director meetings (WIAA, WADA, and CWC).
10. Disseminates all W.I.A.A. tournament information and takes care of all tournament arrangements.
11. Supervises compliance with all W.I.A.A. and Central Wisconsin Conference rules and regulations.
12. Collaborates with other administrators in the screening and selection of the coaching/advising staff.
13. Acts as a liaison between the school district, community groups, fitness center staff and individuals regarding extra-curricular programs.
14. Monitors athletic/activities programs and makes recommendations to the administration and school board regarding necessary changes.
15. Assists with organizing and administering the community use of all school district facilities.
16. Encourages cooperation between school, students, staff and the Manawa community in use of community facilities and to continue to increase usage not

- to exceed safety regulations.
17. Supervise all varsity athletic competitions or find a staff replacement.
 18. Involves stakeholders in a comprehensive diagnosis of the athletic/activity program's strengths and weaknesses and writes a succinct, inspiring, results-oriented mission statement that wins staff and student buy-in.
 19. Fosters a sense of urgency and responsibility among all coaches and advisors for achieving annual goals.
 20. Regularly tracks progress, gives and takes feedback, and continuously supports the improvement of all programs.
 21. Solicits and uses constructive feedback from staff, students, parents, and external partners to improve co-curricular programs.
 22. Ensures that all co-curricular staff are using provided professional development on and are using best practices as per the professional literature (includes both in-district clinics as well as workshops/conferences).
 23. Assists in conducting the evaluation of all coaches/advisors in collaboration with the building principal.
 24. Assists in counseling out or dismissing-dismissing all ineffective coaches/advisors in collaboration with the building principal; scrupulously follows human resources policy and procedures.
 25. Regularly facilitates two-way communication regarding co-curricular program information and updates from coaches/advisors.
 26. Leads staff to ensure effective, creative use of space and a clean, safe, and inviting athletic department area.
 27. Skillfully manages the budget and finances to maximize student achievement and staff growth.
 28. Builds strong relationships with key staff and external personnel; gets them excited about the schools' and program's mission.
 29. Conducts detailed and individualized assessment of student athlete health/safety needs to contribute to athletic program planning. Develops written plans for emergency situations. Ensure that participants and coaches/advisors have learned the emergency protocols.
 30. Effectively communicates information about the athletic program and student athletes in both written and verbal formats (i.e. newspaper articles, social media, public presentations, etc.).
 31. Skillfully represents the program in a positive way.
 32. Prepares coaches and athletes for interactions with the media.
 33. Available at post-season tournaments.
 34. Prepares and lines all field surfaces.
 35. Oversee equipment management and annual inventory.
 36. Annually review and update the Coach Handbook and Athletic/Activity Code of Conduct.
 37. Manage the gym usage calendar.
 38. Coordinate supervision of the weight room and related fitness programs.
 39. Assist in supervision of zero hour lifting programs.
 - 33-40. Attend all home athletic events or arrange a substitute to serve in that capacity.
 - 34-41. Perform other duties as assigned.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

~~Terms of Employment: 12-month position~~

~~Salary: Annual stipend determined by the Board of Education as recorded in the Salary and Stipend Guide.~~

~~Evaluation: By the District Administrator.~~

The School District of Manawa is an equal opportunity employer.

