

West Salem School District  
Job Description

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|-----------------|---------------------------------|-------|-----------------|
| Position Title: | High School Athletic Director   |       |                 |
| Qualifications: | Experience with athletic events |       |                 |
| Department:     | West Salem High School          |       |                 |
| Reports To:     | High School Principal           |       |                 |
| Prepared By:    | Nancy Burns                     | Date: | November 2006   |
| Approved By:    | Board of Education              | Date: | January 8, 2007 |

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I. Summary:

To use leadership, supervisory, administrative and professional skills to assist in the management of the high school athletic program.

II. Essential Duties and Responsibilities:

- A. Maintain a file of student WIAA physicals, student eligibility status, and disciplinary action taken against students, individual awards, team rosters, team records and team awards.
- B. Hold meetings to inform athletes and their parents and coaches of changes in the Co-curricular Code of Conduct
- C. Administer the "Code of Conduct" as it applies to all athletic participants.
- D. Review and inspect all facilities and equipment used for athletic activities with the goal of "safety first".
- E. Schedule all athletic activities in coordination with conference schedules, WIAA regulations, and other school district events.
- F. Order, inventory, and budget for all athletic activity equipment.
- G. Represent the school district at conference and WIAA meetings.
- H. Prepare and administer the athletic budgets.
- I. Work with the athletic committee to review the code annually.
- J. Work with and attend all meetings of the Booster Club.
- K. Secure referees, linesmen, and etc. for events.
- L. Distribute paychecks to all athletic advisors, referees and etc.
- M. Recruit, hire and maintain records of event workers and officials.
- N. Monitor coach's performance. With the high school assistant principal/principal annually document head coaches performance.
- O. Implement and carry out the West Salem School Board policies.
- P. Assign the use of the school practice and game facilities.

- Q. Be knowledgeable of and follow all district policies.
- R. As a representative of the school district deal with the public and school employees in a courteous and professional manner.
- S. Other duties as assigned by the superintendent and or the high school principal.

III. Supervisory Responsibilities:

Directly responsible for supervision of athletic advisors, timekeepers, judges, linesmen, and referees in conjunction with the assistant high school principal.

IV. Qualification Requirements:

Familiarity with the WIAA rules and guidelines and high school athletic programs

V. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience

Appropriate degree in recreational activities preferred.

B. Certificates, Licenses, Registrations:

Valid Wisconsin drivers license, AED/first aid training and participation in coaching clinics and coaching experience.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to take meeting notes, construct written reports and business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public. Make presentation in public.

D. Mathematical Skills:

Ability to read charts, graphs and computer data. Create electronic spreadsheets, schedule events with scheduling software.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.

3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members.

F. Technology Skills:

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentation and telecommunications.

G. Other Skills and Abilities

Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

H. Physical Demands:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 70 pounds of force constantly to move object. Lifting up to 70 pounds.

I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.

APPROVED: January 8, 2007  
REVISED: January 26, 2009