

DeForest Area School District
Administrative Regulation

TITLE: ATHLETIC & ACTIVITIES DIRECTOR JOB DESCRIPTION	NUMBER: AR 3.3d(11)
<i>Executive Limitation: EL 3 – Treatment of Staff</i> <i>(3.3d - Job Descriptions)</i>	
Recorded as Administrative Regulation: <i>Established: 12/01/08</i> <i>Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: n/a</i> <i>Revisions:</i>	

Job Summary: The Athletic and Activities Director will provide overall leadership and coordination among the various sports to facilitate programs that provide students worthwhile learning experiences that promote sportsmanship and welcome the competing teams and guests.

Qualifications:

Required:

- Holds Wisconsin DPI K-12 Administrator license
- Previous experience as a coach
- Overall knowledge of the athletic program
- Athletic Administration Certification preferred

Knowledge, Skills, Abilities and Experience:

- Current knowledge of laws relating to athletic programs
- Demonstrated ability to make independent judgments and decisions
- Demonstrated knowledge of all aspects of sports
- Demonstrated leadership and sportsmanship skills, effective communication skills, as demonstrated by sound working relationships with student athletes, parents, administrators, other coaching and teaching colleagues, and conference coaches

Duties and Responsibilities:

- Develops and administers all athletic rules and regulations
- Fosters good school-community relationships
- Hires, monitors, mentors and does annual performance assessments for athletic department secretary, middle and high school coaches, Pool Manager, and PAC positions
- Schedules all athletic practices, contests, transportation and officials
- Works with principals and coaches with problems of discipline concerning code of conduct
- Administers student code of conduct
- Coordinates and plans athletic budgets and monitors account activity
- Requisitions and maintains supplies, uniforms and equipment for programs
- Supervises ticket sales for events and maintains proper handling and accounting for funds
- Works with principals and head coaches to plan athletic awards programs
- Maintains and distributes Coaches Handbook and Athletic/Activities Code of Conduct
- Coordinates the use of all school facilities for outside groups
- Acts as a liaison between coaches and the athletic booster clubs
- Attends home athletic events to ensure proper staffing
- Attends state, regional and national meetings whenever possible
- Performs other duties deemed appropriate and assigned by the Superintendent