

WAUNAKEE COMMUNITY SCHOOL DISTRICT

ACTIVITIES DIRECTOR

Job Description

QUALIFICATIONS:

1. Administrative certification as required by the State of Wisconsin.
2. Knowledge of the organization and operation of athletic programs.
3. Any other qualifications the Board of Education may deem necessary or desirable.

REPORTS TO: High School Principal

GENERAL RESPONSIBILITIES:

The activities director, under the supervision of the high school principal, is to provide for the operation of the district's athletic programs, facilities scheduling, and swimming programs.

ESSENTIAL FUNCTIONS:

The activities director will:

1. Develop an annual athletic budget for all sponsored sports and present it to the building administration and business manager.
2. Provide for and maintain athletic schedules.
3. Supervise athletic coaches employed by the district.
4. Provide for supervision of activities related to athletics.
5. Hire officials for athletic events.
6. Coordinate tournaments and similar events.
7. Maintain an accurate record keeping system regarding student eligibility and communicate this to coaches and administrators.
8. Provide for the district's compliance with all WIAA, conference and district rules related to athletics.
9. Serve as the primary source of communication and public relations to the public for the athletic program.
10. Direct the recruitment and assignment of all persons such as ticket sellers, game supervisors, scorekeepers, concessions, etc., as needed to effectively operate all athletic events.
11. Serve as the district liaison to the WIAA.
12. Recommend (in conjunction with principals) coaches for employment.

13. Evaluate coaches.
14. Schedule and oversee the use of district facilities by community groups and other groups (non-K-12 related).
15. Coordinate the community (including summer) swim programs.
16. Evaluate assigned (non-coaching) professional staff.
17. Perform all other duties as assigned by the high school principal and district administrator.
18. Coordinate and facilitate the use of buildings and grounds by:
 - a. cooperating with supervisor of buildings and grounds in supervision and direction of custodial personnel.
 - b. scheduling the use of buildings during the school day for school activities, related community events and adult education.
 - c. maintaining a school calendar of activities and events.
 - d. cooperating with director of community services in the scheduling of the building outside of school hours.

Adopted: 4/5/99
October 2006
July 2015

Waunakee Community School District