

MONONA GROVE SCHOOL DISTRICT
Position Description

Position Title: **ACTIVITIES AND ATHLETIC DIRECTOR**

Department/Location: **School Building**

Reports To: **Building Principal**

Employees Supervised: **Coaches and Advisors**

POSITION SUMMARY:

Under the direction of the Building Principal, the Activities Director/Athletic Director is responsible for maintaining, organizing, administering and promoting the overall program of district athletics and extra-curricular/co-curricular activities in a way that serves all children well and supports the primary academic mission of MGHS.

PERFORMANCE RESPONSIBILITIES: This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Lead a Positive School Community Culture and Climate

- a. Serve as a steward of the school's history and current strengths, while supporting the District vision, mission and goals.
- b. Ensure a physically and emotionally safe, healthy and positive environment for all students.
- c. Create proactive systems to communicate with and garner feedback from students, parents, staff, coaches, advisors, community members, the Superintendent, and the Board of Education to inform continuous school improvement planning.
- d. Facilitate the development of appropriate partnerships with businesses, social services agencies, and other organizations that promote a positive environment for all students.

2. Support High Quality Teaching and Learning

- a. Assist the Principal in promoting high expectations for instruction.
- b. Analyze and share data to drive decisions and solve problems to achieve student outcomes.

3. Ensure equitable opportunity, access and outcomes

- a. Identify personal biases and address systemic inequities so that students have equal access to extracurricular and co-curricular opportunities.

- b. Create an inclusive school environment by communicating that all students are important members in the school community, elevating diverse perspectives, affirming student identities and supporting each child's unique abilities.
 - c. Model cultural proficiency, sensitivity, and racial equity to enable all students to achieve high standards and participate in extra-curricular and co-curricular activities.
 - d. Monitor equity under Title IX in extracurricular and co-curricular activities and take appropriate action to rectify any inequity that may be identified.
 - e. Ensure equitable enforcement of the Code of Conduct for students.
 - f. Monitor student academic performance for eligibility.
- 4. Support effective diverse personnel**
- a. Provide leadership in the ongoing process of recruiting, selecting, developing, managing, and retaining diverse high performing staff, specifically coaches and advisors, dedicated to maintaining a healthy school environment.
 - b. Be approachable, personable and visible at activities and events.
 - c. Strategically plans to retain high performers, support struggling performers, and remediate or exit persistent low performers.
 - d. Provide supervision, evaluation, mentoring, and professional growth and development opportunities for coaches and advisors.
- 5. Manage the school's financial sustainability and efficiency**
- a. Plan, prepare, justify and manage the activities budget in accordance with District budgeting procedures and in alignment with identified building goals and initiatives.
 - b. Provide sufficient funding to assure quality extracurricular and co-curricular opportunities.
 - c. Coordinate custodial staffing for events and practices with the Facilities and Safety Department.
 - d. Organize and schedule events, including the scheduling of facilities to meet the needs of all teams and organizations.
 - e. Arrange transportation for athletic teams for interscholastic competitions and practices. Oversee transportation for other activities.
- 6. Perform other related duties as directed by the Principal or Superintendent**

QUALIFICATIONS

Key Competencies

1. The vision and courage to ensure every student, regardless of background, can achieve success
2. Instructional expertise in K-12 education with proven ability to support, coach, and develop teachers to improve instructional practice
3. Knowledge of theory and practice in culturally responsive, inclusive, and special education programming

4. Skilled in leadership, including providing purpose and direction for groups and individuals, facilitating the development of a shared vision for the school, and formulating goals and planning changes with the staff by setting priorities.
5. Track record of continuously monitoring progress and demonstrating reflection, continuous learning and persistence to overcome obstacles to achieve goals
6. Effective communication and interpersonal skills, tailoring message for the audience, context, and mode of communication
7. Skillful navigation of political structures, relationships, and dynamics to improve results for students
8. Skilled in organizational oversight, including scheduling work to use resources appropriately to meet goals, scheduling activity flow, and monitoring project deadlines.
9. Skilled in delegation of authority, including assigning tasks so that they can be accomplished in a timely and appropriate manner, and using subordinates appropriately.
10. Demonstrate critical thinking skills and the ability to analyze data, identify trends, and diagnose root causes.
11. Excellent project management skills, including close attention to detail, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.
12. Demonstrate collaborative resourcefulness – utilizing resources within and outside the school to find innovative ways to reach shared solutions

Required Experience, Training and Licensure

1. Valid Wisconsin Principal license or evidence of eligibility to be licensed as a principal in Wisconsin required.
2. Master's Degree in School Administration, Athletic Administration, or closely related field required.
3. Five or more years of successful teaching experience required.
4. Preferred: Demonstrated successful experience coordinating extracurricular and co-curricular activities.

WORKING CONDITIONS:

Work Environment

1. Indoor office environment.
2. School environment.
3. Travel between buildings is required.

Physical Tasks

1. The person in this position needs to be able to move about inside the school building to visit classrooms and attend meetings outside of his or her office.
2. The person in this position must be able to transport himself or herself to all school locations within the District.

3. The person in this position must be able to remain in a stationary position 50% of the time.
4. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
5. The person in this position must be able to converse with administrators and staff, and must be able to exchange accurate information with such individuals.
6. The person in this position must be able to observe teachers in their classrooms.
7. The person in this position must be able to work evenings and weekends.

Disclaimer: This position description is subject to change at any time.

Last Updated: June 22, 2021