



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Activities and Athletic Director
Department / Location:	School Buildings
Reports to:	Building Principal
Employees Supervised:	Coaches, Advisors, Administrative Assistant II - Athletics & Activities, Aquatics Supervisor, Performing Arts Center Manager
Classification:	12-month
Status:	Exempt
Created / Revised:	July 29, 2026
Board Approved:	August 11, 2026

Position Summary

Under the direction of the Building Principal, the Activities and Athletic Director provides leadership and oversight for all athletic and co-curricular programs, facility rental oversight, the aquatics facility and staff, and the Performing Arts Center management team, ensuring they serve students equitably, align with district goals, and support the academic mission. This position manages schedules, facilities, staffing, and compliance to maintain high-quality and inclusive extracurricular and co-curricular opportunities for all students.

Essential Functions and 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. Leadership and Culture
 - a. Foster a positive, inclusive school culture aligned with the district's vision and mission.
 - b. Promote student participation in athletics and activities, ensuring access and equity for all.
 - c. Actively engage with students, staff, families, and community stakeholders to enhance program success.
2. Program Oversight and Compliance

- a. Develop and manage the annual athletic and activities budget.
 - b. Monitor compliance with WIAA, Title IX, conference, and district regulations.
 - c. Manage student eligibility and enforce the co-curricular code of conduct equitably.
 - d. Oversee the administrative operations and personnel evaluation of the Aquatics and Performing Arts Center departments.
 - e. Coordinate with the Director of Buildings and Grounds to ensure mechanical, structural, chemical, and fire-safety compliance across all specialized spaces.
3. Staffing and Evaluation
 - a. Recruit, hire, supervise, and evaluate coaches, advisors, and event staff.
 - b. Provide professional development opportunities and mentorship for coaches and advisors.
 - c. Manage personnel assignments, including supervision of game personnel for events.
4. Scheduling and Logistics
 - a. Coordinate scheduling of practices, games, transportation, and facilities for athletics and activities.
 - b. Secure officials for athletic contests and manage event operations, including crowd control and ticket sales.
 - c. Partner with community organizations for facility use and oversee rental agreements.
 - d. Manage and administer the district's centralized facility reservation software across all seven district properties.
 - e. Enforce Board of Education facility rental policies, fee structures, and liability compliance (including vetting Certificates of Insurance) for external community and municipal users.
 - f. Coordinate across building-level administrative assistants and custodial staff to synchronize scheduling and logistical support.
5. Safety and Event Management
 - a. Periodically inspect facilities and equipment to ensure safety.
 - b. Oversee emergency protocols for events, including weather-related cancellations.
 - c. Serve as the primary point of contact for event management, ensuring smooth operations and problem resolution.
6. Community Engagement
 - a. Act as a liaison to the WIAA, conference organizations, booster clubs, and community partners.
 - b. Promote athletic and activity events through public relations and outreach.
7. Additional Duties
 - a. Support the school's recreation program, providing direction, supervision, and evaluation of recreational offerings.
 - b. Perform other duties as assigned by the Principal or District Administrator.

Knowledge, Skills and Abilities

1. Proven leadership, cultural proficiency, and ability to promote equity in extracurricular programs.
2. Strong organizational, budget management, and event coordination skills.
3. Excellent communication and interpersonal skills to build relationships with diverse stakeholders.
4. Knowledge of WIAA regulations, Title IX requirements, and athletic programming best practices.

Working Conditions

1. Work primarily takes place in school and event environments.
2. Ability to work evening and weekend hours required to support administrative duties athletic and activities event rotations as necessary.
3. Establish and manage standard operating procedures for after-hours facility emergencies, defining the line between administrative intervention and emergency maintenance response.
4. Coordinate summer and weekend building coverage expectations with the Director of Buildings and Grounds and local site leadership.

Physical Requirements

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 their office.
2. The person in this position must be able to transport themselves 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 equipment.
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.

Education and Experience

1. Master's Degree in School Administration, Athletic Administration, or closely related field required.
2. Minimum of five (5) or more years of successful teaching experience required; prior experience in extracurricular coordination preferred.

Licenses and Certifications

1. Valid Wisconsin Principal license (DPI 5051) or evidence of eligibility to be licensed as a principal in Wisconsin required.
2. Preferred/Ongoing Training: Background, coursework, or district-supported certification in specialized facility oversight, including Certified Pool Operator (CPO) and Technical Theater Rigging/Facility Safety Standards.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

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