



Position Description

School District of Monroe

- JOB TITLE:** Athletics/Activities Director
- CLASSIFICATION:** Exempt Staff
- JOB OBJECTIVE:** Manage and oversee the district's interscholastic athletic and other co-curricular programs at the high school
- REPORTS TO:** High School Principal
- QUALIFICATIONS:** Successful leadership experiences in athletic coaching and student groups. Working knowledgeable of WIAA rules and regulations. Bachelor's degree and/or teaching certification Basic computer operation and social media skills.
- PRIMARY DUTIES:**
- Provide leadership and direction to all athletic coaches and activities coordinators
 - Prepare a master calendar that includes athletic conference and non-conference games/events, and activities meetings/practices and competitions
 - Represent the district to the WIAA, athletic conference, and community in a positive and professional manner
 - Oversee the development and administration of the athletics and activities budgets
 - Schedule and manage gym, building, and athletic field use Manage the contracting of officials/judges for all events as needed
 - Coordinate and schedule use of high school vehicles
 - Supervise athletic event ticket sales and maintain proper handling and accounting of funds
 - Ensure appropriate staffing and supervision at home athletic events
 - Manage travel arrangements and overnight accommodations for teams and coaches/coordinators
 - Recommend to the District Administrator selected candidates of coaches/coordinators for each sport/activity
 - Complete the performance evaluations of coaches/coordinators at the end of each season with administrative assistance

- Ensure a robust communications channel in which the public, parents, Booster Club, and students may express their opinions about all athletic and activities programs
- Ensure district adherence to all WIAA and activities policies, administrative rules, and procedures, including player/student eligibility and codes of conduct
- Oversee the maintenance and inventory all equipment and supplies
- Where appropriate, assist and support student-athletes and activities participants in securing athletic and academic scholarships
- Promote positive school/community relationships
- Serve as a positive adult role model during interactions with students

ADDITIONAL DUTIES:

- Additional duties as deemed appropriate at the sole discretion of district leadership
- Maintain professional growth through coaching clinics, conferences, and independent study
- Attend conference and state athletic meetings as appropriate

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020