

**SCHOOL DISTRICT OF BAYFIELD****ATHLETIC DIRECTOR  
POSITION DESCRIPTION**

<u>QUALIFICATIONS:</u>	Teaching and coaching certification or experience
<u>REPORTS TO:</u>	District Administrator or designee
<u>JOB GOAL:</u>	To help maintain high standards of excellence on the part of athletic programs and coaches. To coordinate and regulate this facet of the educational program offered by the School District of Bayfield.

JOB DUTIES:**1. Athletic Program Management**

The Athletic Director shall:

- a. Schedule athletic activities, in cooperation with the head coach of each sport. The Athletic Director shall release schedules for the athletic department subject to the approval of the District Administrator.
- b. Coordinate the activities of the coaches to provide consistency in the enforcement of the school's athletic codes.
- c. Maintain a constant check of athletic facilities and, when necessary, make recommendations regarding the facilities to the District Administrator.
- d. Be responsible for the care and condition of athletic equipment, in cooperation with the head coach of each sport.
- e. Complete reports for the athletic department as requested by the District Administrator.
- f. Attend meetings of the athletic conference and the Wisconsin Interscholastic Athletic Association (WIAA) as approved by the administration. If views to be presented at meetings will be received as representative of the District, then those views will receive Administrative review prior to being presented.
- g. Be a focal point for parents concerning athletic matters that arise with their children.
- h. Evaluate programs for effectiveness and sustainability.

- i. Schedule game workers for contest supervision and execution.
- j. In conjunction with coaches prepare press releases and box scores to local media and WIAA.
- k. Supervise regional seeding meetings for WIAA tournaments.
- l. Conduct Athletic Code readings for parents and children prior to each season.
- m. Ensure all required paperwork is completed and filled out for each athlete prior to participation in practice.
- n. Conduct evaluations of coaches performances.
- o. Act as the representative of the School District in matters pertaining to athletics.
- p. Oversee the selection process for filling coaching positions in accordance with BEA contract provisions and board policy.

## **2. Finance**

The Athletic Director shall:

- a. Identify equipment and supplies needed for school athletic programs, in cooperation with the head coach of each sport. The needs shall be included in the proposed athletic budget which is presented to the District Administrator for the ensuing year.
- b. Prepare purchase orders for the athletic department, with assistance from other school personnel.
- c. Obtain checks for officials from the District Office, in cooperation with the head coach of each sport.
- d. Ensure dues and fees are paid to conference and WIAA for Athletic competitions.
- e. Sign off on game worker time sheets.

## **3. Other**

The Athletic Director shall:

- a. Perform such other duties as may be assigned by the District Administrator.

CROSS REFERENCE:      BEA Contract  
                                 Athletic Code

APPROVED: November 8, 2010