

SCHOOL DISTRICT OF MAYVILLE

241

ATHLETIC DIRECTOR  
(Job Description)

QUALIFICATIONS: It is preferred that the candidate have a bachelors degree in either or Education, Parks and Recreation or the equivalent. They should also have a knowledge of athletics as well as good management skills.

REPORTS TO: District Administrator and Building Principals

BASIC JOB FUNCTIONS: The Athletic Director shall coordinate the District's interscholastic athletic program which covers all sports in grades 7-12.

SPECIFIC JOB DUTIES:

**A. Department Management**

The Athletic Director shall:

1. Prepare the annual athletic department budget.
2. Keep a current athletic handbook of policies and training rules.
3. See that each coach prepares a comprehensive annual report for his/her individual sport.
4. Keep informed about all Wisconsin Interscholastic Athletic Association (WIAA) and Wisconsin Flyway Conference rules and regulations.
5. Submit reports, with supporting data, for the implementation of change and the development of new athletic programs.
6. Perform other appropriate duties as assigned by the building principals and/or District Administrator.

**B. Athletic Equipment/Facilities**

The Athletic Director shall:

1. Advise the custodial staff on needs of the athletic program.
2. Assist in the selection of athletic equipment.
3. Prepare an annual inventory for the athletic department and see that all coaches inventory equipment at the end of each season.
4. See that all equipment is properly stored and/or reconditioned at the end of each sport season.

5. Be responsible for the proper maintenance of the physical education plant, athletic fields and equipment.

**C. Athletic Contest Management**

The Athletic Director shall:

1. Schedule all athletic contests.
2. Hire officials for athletic contests.
3. Supervise issuance and sale of game/match tickets.
4. Select faculty supervision for all athletic contests.
5. Provide the Transportation Supervisor with a schedule of transportation requirements, dates and times.
6. Arrange for medical and emergency services at athletic contests.

**D. Student Athletes**

The Athletic Director shall:

1. Prepare and distribute eligibility rosters.
2. Plan for required athlete medical examinations.
3. Establish procedures to be followed in the handling of injured athletes.

**E. Record Keeping**

The Athletic Director shall:

1. Keep accurate records of the number of boys and girls participating in each sport and also drop-outs.
2. Keep accurate records of lockers, locks and assignments.
3. Prepare forms for athletic department record keeping.
4. Keep a record of all athletic contests, scores, award winners, etc.

**TERMS OF EMPLOYMENT:**

The Athletic Director shall be appointed to a fix term of office of not more than two years at a salary to be determined by the Board of Education.

APPROVED: November 11, 1968

ADOPTED: November 11, 1968

REVIEWED:

REVISED: August 25, 1977, April 21, 1997

Signatures of School Board Members: \_\_\_\_\_

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