

## SCHOOL DISTRICT OF IOLA-SCANDINAVIA

531.7

### ATHLETIC DIRECTOR (Job Description)

#### Qualifications:

- Must have high school coaching experience;
- Must have working knowledge of the Wisconsin Interscholastic Athletic Association (WIAA);
- Must meet any additional qualifications set by the district; and,
- Possession of some administrative training or education is desired.

Chain of Supervision: Reports directly to the Middle/High School Principal. Assists in the supervision of the coaching staff. Reports directly to the District Administrator with regard to athletic budget and finance.

#### Duties and Responsibilities:

The Athletic Director shall:

1. Prepare the master sports schedule. He/she shall receive a conference schedule from the commissioner, schedule conference, non-conference events.
2. Hire all officials not assigned by the conference.
3. He/she shall arrange for physicals and keep a record of athletes with physicals.
4. Supervise athletic eligibility. He/she shall record and maintain a list of athletes who have handed in signed training rules, record and maintain athletic ineligibility of individual athletes and inform athletes and parents/guardians of ineligibility according to current athletic policy.
5. Direct or assist in all tournaments held at I-S.
6. Be in charge of awards. He/she shall order letters, distribute awards and assist in scheduling and planning the awards banquet, if held.
7. Maintain equipment inventory and a long-range equipment replacement plan.
8. Act as a resource person for all coaches.
9. Supervise, or designate supervision of, all athletic events hosted by the district.
10. Assign all game workers.
11. Assist in hiring coaches.
12. Recommend coaching changes.
13. Oversee athletic facilities so that playing facilities are prepared for practices and contests.
14. Recommend policy changes.
15. Disseminate all WIAA materials and help enforce all WIAA rules and regulations.
16. Perform any and all other duties prescribed by the District Administrator, Middle/High School Principal or Board.

Evaluation: The Middle /High School Principal shall complete an annual evaluation in accordance with Board policy. The District Administrator shall review the evaluation.

Terms of Employment: Per contract approved by the Board.

State Athletic Director Conference: The Athletic Director may attend the two-day State Athletic Director Conference with the registration fee paid by the district.

LEGAL REF:           Section 121.02 (l)(q) Wisconsin Statutes  
                          PI 3, Wisconsin Administrative Code  
                          PI 8.01(2)(q)

CROSS REF:           538, Professional Staff Evaluation

APPROVED:           March 12, 2001  
                          September 12, 2016

REVISED:            February 11, 2013  
                          September 12, 2016

REVIEWED:           September 14, 2015