

**POSITION DESCRIPTION**  
**Director of Co-Curricular Activities/Athletics**

**ORGANIZATIONAL RELATIONSHIP**

Report and account to the high school principal. Supervise and evaluate head coaches for grades 7-12, advisors for high school athletics, clubs, and activities, intramurals, and office personnel as appropriate.

**PRIMARY FUNCTION**

Assume responsibility for leading and administering the co-curricular activity and athletic programs for grades 7-12, in collaboration with the principals and district administration. Ensure that the co-curricular programs maintain the proper perspective in the overall educational program, while achieving District goals and objectives, and which meet the needs of students.

**PERFORMANCE RESPONSIBILITIES**

1. Provide effective leadership in developing, implementing, evaluating and coordinating co-curricular activity and athletic programs in the District.
2. Lead and direct the organization and management of co-curricular programs to ensure student skill development.
3. Develop and coordinate co-curricular and educational student opportunities that attract, engage, and encourage student participation.
4. Coordinate the organization and management of co-curricular schedules, tournaments, activities, and practice/performance facilities and schedules, and collaborate with District program Leaders to accomplish same.
5. Interpret, implement, and make recommendations regarding policies and procedures pertaining to co-curricular programs.
6. Develop and maintain co-curricular codes of conduct for students, coaches and advisors.
7. Develop eligibility criteria and maintain records for student participation in co-curricular programs.
8. Coordinate facility use in cooperation with building principals.
9. Assist Principals in determining personnel needs for co-curricular programs.
10. Assist in the recruitment, selection, and assignment of co-curricular staff.
11. Orient staff to assignments at time of appointment and/or reassignment.
12. Provide supervision and annual written evaluations of employed coaches/advisors and make recommendations for renewal, non-renewal or reassignment. Seek input from principals and District Administration.

13. Provide opportunities for co-curricular staff to participate in clinics, workshops, and state and regional conferences, and ensure that office personnel assist in necessary arrangements for same.
14. Develop professional development opportunities and leadership development for co-curricular staff.
15. Organize and conduct staff meetings to ensure knowledge of and compliance with state, District, school, and departmental practices and procedures.
16. Assist co-curricular staff in the improvement of coaching and instructional skills.
17. Responsible for selection and contractual arrangements of officials.
18. Coordinate arrangements for co-curricular event staffing and supervision.
19. Leads the promotion of good sportsmanship and positive participation.
20. Responsible for selection and contractual arrangements for medical personnel and needs at co-curricular events.
21. Coordinate co-curricular transportation.
22. Supervise the appropriate selection, purchase, and maintenance of equipment and supplies for the co-curricular programs.
23. Develop and administer the 7 – 12 co-curricular budget and maintain accurate records for same.
24. Supervise the maintenance of a current inventory for co-curricular equipment.
25. Collaboratively work with the Buildings and Grounds Supervisor, Principals, and District Administration to evaluate the condition and safety of co-curricular facilities, and make recommendations for maintenance and improvement.
26. Collaboratively works with the City of Waupaca, Waupaca County, towns and villages, Fox Valley Technical College, and other local and regional organizations.
27. Serve as liaison local agencies such as park boards and committees, civic organizations, police departments, sheriff's office, fire departments, and medical and dental departments and associations.
28. Collaboratively work with the District Office to provide the media with information regarding co-curricular programs.
29. Ensure consistent and timely reporting of injuries in co-curricular program.

30. Serve as the District liaison to the Wisconsin Interscholastic Athletics Association (WIAA) and inform the Principal, and other appropriate personnel, of any policy changes by the WIAA affecting the interscholastic athletic program.
31. Keep abreast of current research, innovations, and trends in co-curricular programming.
32. Ensure appropriate, consistent, regular recognition for student and coach/advisor accomplishments.
33. Coordinate and supervise ticket sales for high school co-curricular events.
34. Participate in planning and coordination of District educational, recreational, and social/cultural activities with appropriate District personnel and community liaisons, as appropriate.
35. Collaboratively work with District Program Leaders to promote fine arts performances and events.
36. Assume other responsibilities assigned by the Principal.

This description is designed to assist in evaluating various classes of responsibilities, skills and working conditions. It illustrates tasks and levels of work difficulty required of positions given this classification. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

## **QUALIFICATIONS**

### **1. Education**

- a. Bachelor's or Master's Degree (or higher degree) from an accredited college or university.
- b. Graduate work should include school administration, education psychology, growth and development, guidance, school/community relations, school finance, school law and coaching methodology.

### **2. Experience/Certification**

- a. At least five years experience as a coach, teacher and /or administrator at the secondary level is required.
- b. Ability to obtain, DPI administrative license for Principal (51) is preferred.

### **3. Skills/Knowledge/Abilities**

- a. Demonstrated skill in organizing ideas and presenting them with clarity and conciseness.
- b. Ability to establish and maintain a working relationship based on mutual confidence and respect.
- c. Demonstrated skill in identifying problems and their resolutions.
- d. Demonstrated sound judgment, social competency, adaptability, self-confidence, emotional maturity, initiative, enthusiasm and resourcefulness, as well as dedication to duty.

## **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **TERMS OF EMPLOYMENT**

Twelve (12) month administrative contract with no special provisions.

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The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The director of student services is the district's compliance officer. If you have concerns, please call 258-4121.