

**WILLOW RIVER AREA SCHOOL
8142 PINE STREET
WILLOW RIVER, MN 55795**

JOB DESCRIPTION

Position Title:	Athletic Director
Immediate Supervisor:	Secondary Principal
FSLA Status:	Exempt
Board Approved:	July 19, 2022

Overview: The position of Athletic Director is to provide for over-all leadership and coordination among the various sports at all levels, and to facilitate programs that provide student athletes worthwhile learning experiences.

Required Qualifications:

- Must have a working knowledge of the Minnesota State High League.

Preferred Qualifications:

- Minnesota teacher certification;
- Coaching experience;
- Possession of some administrative training or education.

Knowledge and Abilities:

- Knowledge of MSHSL rules and regulations, school policies, extracurricular programs, district record keeping procedures, district safety protocols, sports equipment, accounting procedures.
- Responsible for the development and implementation of a successful school activities program, including budgeting, hiring, communication with coaches, advisors, parents, students, booster groups and other community stakeholders. Assist administration with discipline and supervision, attend and support district initiatives that create a safe and engaging learning environment, as well as increase student achievement.

Performance Responsibilities:

- Providing guidance and direction for a school's sports program.
 - Preparing budgets and allocating spending on items such as coaches' salaries, team travel, equipment purchases, and facility upkeep.
 - Coordinating with coaches about the scheduling of games and practices.
 - Collaborating with conferences and leagues about scheduling issues.
 - Speaking with league officials about subjects such as postseason play.
 - Working with coaches and perhaps a travel coordinator to plan trips.
 - Coordinating officials and umpires at games and budgeting for their pay.
 - Filing reports on the status of each team and its successes and shortcomings.
 - Mediating any disputes between athletes and coaches or between coaches.
 - Coordinating and supervising all extracurricular activities and athletics.

programs unless assigned to other personnel.

- Evaluating coaches, and programs grades 9-12 on an ongoing, regular basis.
- Evaluating and supporting all extracurricular programs from a gender free perspective.
- Coordinating booster club activities.
- Assisting the Principal in the implementation and supervision of the athletic/activities programs in the secondary school.
- Directing the operation, maintenance, and scheduling of athletic/activity facilities at school for the school and outside agencies.
- Performing responsibilities in continuous planning and program budget, and assisting the principal in the overall operation of the athletic/activities programs within the school.
- Maintaining positive public relations and communication.
- Coordinating transportation for extracurricular activities.
- Implementing security/safety measures at extracurricular activities.
- Conducting inventories and surveys of athletic/activities matters.
- Performing or providing all supervisory duties at extracurricular activities.
- Promoting academic standards and monitoring academic progress of all extracurricular participants where applicable.
- Purchasing all necessary equipment and supplies pertaining to the extracurricular activities program.
- Performs other duties as assigned by the High School Principal.

Physical Demands: While performing the duties of this job, the employee is regularly required to: sit, talk, hear, walk, use tools or controls, stand, climb, balance, stoop, kneel, crouch, crawl, reach, push, pull, lift, and grasp. Specific vision abilities required by this job include close vision, color vision and depth perception.

Terms of Employment: Salary and work year to be established by the School Board.

Evaluation: Performance of this job will be evaluated annually by the Secondary Principal.