

## **SERIES 2000 – ADMINISTRATION**

### **Administrative Team – 230**

#### **Job Description for School Athletic Director – 236.1**

##### **BASIC FUNCTION**

The basic function of the School Athletic Director is to coordinate co-curricular and extra-curricular activities at the Norwalk-Ontario-Wilton School District. It shall be the responsibility of the Athletic Director that the school activities are offered and operated in an effective and efficient manner for the benefit of the students at the Norwalk-Ontario-Wilton School District and Brookwood Jr. and Sr. High School.

##### **REPORTS TO**

The School Athletic Director shall report to the Jr. and Sr. High School Principal in all matters with the exception of when the Jr. and Sr. High School Principal is coaching a sport the Athletic Director oversees or for the fiscal budget and purchasing for activities where the Activities Director would report to the Superintendent.

##### **RESPONSIBLE FOR**

The School Athletic Director is responsible for the supervision of all staff and non-staff coaches for co/extra curricular school activities.

##### **SPECIFIC RESPONSIBILITIES**

###### **A. Personnel Responsibilities**

1. Hire all athletic officials for home contests when officials are not otherwise hired by the conference commissioner.
2. Post and conduct interviews for position openings within the athletic department.
3. Promote acceptable and positive conduct on the part of coaches during practice sessions and contests.
4. Keep all coaches, directors and advisors informed regarding conference meetings and events for their particular activities.
5. Contact and schedule workers for all home contests, including, but not limited to, clock operators, scorekeepers, ticket takers and sellers, fan bus chaperones, and event supervision.

###### **B. Student Responsibilities**

1. Administer and enforce the rules and provisions of the Brookwood 7-12 co-curricular code in cooperation with the 7-12 Principal.
2. Promote acceptable and positive conduct on the part of student participants and spectators at all school events.
3. Work with individual athletes and their parents to aid the athlete in regaining or maintaining co-curricular eligibility.

**C. Fiscal Responsibilities**

1. Submit a budget for all athletic activities to the Superintendent by February 28 for the following fiscal year.
2. Work with vendors to acquire quotes, obtain information on quality and specifications of athletic equipment.
3. Complete purchase orders for budgeted items and submit orders to vendors on a timely basis.
4. Get approval from the Superintendent if, in case of emergency, the purchase of non-budgeted items are needed.
5. Work with business department to ensure all cashboxes and tickets are available when needed.
6. Secure all concession and ticket receipts in the district safe following events.
7. Provide the business department with a list of officials and costs for their services on a timely basis.

**D. General Responsibilities**

1. Schedule all athletic contests not scheduled by the conference commissioner, staying within required WIAA competition regulations.
2. Coordinate practice schedules for all varsity, junior varsity, freshman, and junior high teams.
3. Attend conference athletic director meetings, WIAA area meetings, and other meetings pertinent to the position with the approval of the 7-12 Principal.
4. Schedule special events such as Parent's Night, Athletic Awards Banquet, pep rallies, etc...
5. Meet with the music, fine arts department, school district administration, and with other organizations to develop a schedule for concerts, plays and other special events.
6. Develop a bus schedule for each sports season, assign drivers, and confirm trips with the drivers prior to the event, and reassign drivers if there is a schedule change.
7. Communicate with the custodial staff to ensure all clocks, scoreboards, lighting, and other equipment is maintained and repaired,
8. Coordinate appropriate set-up of athletic facilities for home contests.
9. Coordinate with community groups for availability of facilities for youth sport groups.
10. Review and file all physical cards, parent permission cards, emergency forms, insurance waivers, accident reports and any other paperwork deemed necessary for the liability protection of the school district.
11. Work with local media to obtain maximum coverage for Brookwood student athletes and athletic programs.
12. Contact local emergency medical services for coverage at all home football contests and other contests as needed.
13. Obtain athletic training services for Brookwood student athletes and home contests as deemed necessary.

14. Schedule wrestling dehydration and skin fold tests.
15. Develop and maintain a uniform replacement schedule for all Brookwood athletics.
16. Inform the administration and board of education with a monthly report.
17. Inform the community of all athletic contests and schedules.
18. Hold meetings to update and revise the co-curricular handbook as directed by the board of education or administration.
19. Obtain inventory lists of uniforms and equipment from coaches after the conclusion of their athletic season.
20. Develop programs for all home contests.
21. Monitor all athletic programs so that all WIAA regulations are followed. Any misconduct must be reported to administration.

### **EVAULATION OF THE ATHLETIC DIRECTOR**

The evaluation of the Athletic Director will be done annually, prior to May 15, by the 7-12 Principal with input from the Superintendent concerning fiscal responsibilities of the Athletic Director. The person employed in this position will be evaluated on the duties outlined in this policy, the general employability skills that consist of attendance, attitude, the ability to work with others, and work ethic. A narrative must be written as the evaluation instrument concerning general employability skills. When evaluating the duties outlined in this policy, the 7-12 Principal may write a narrative, or use a rank-order scale to evaluate how the Athletic Director is performing each task listed. If a rank order scale is utilized, the following values will be used to determine employee performance:

- 5 = Exceptional
- 4 = Very Good
- 3 = Above Average
- 2 = Average
- 1 = Poor

The Athletic Director will be given an opportunity on the evaluation to write responses to any comments made on the evaluation. Either party involved in the evaluation process may call for a face-to-face meeting over the evaluation. The Athletic Director must return a signed evaluation to the 7-12 Principal within five business days after receiving the evaluation

Adopted: 11/14/05