

WALTONVILLE CUSD #1 JOB DESCRIPTION

<u>POSITION:</u>	<u>Athletic Director</u>
PURPOSE OF POSITION:	The Athletic Director will manage and oversee the athletic programs at Waltonville CUSD #1
QUALIFICATIONS:	IHSA certification/training, leadership abilities, organizational skills, good communicator
WORK PERIOD (YEARLY):	180 days
WORK PERIOD (DAILY):	Yearly- hours based on sports Schedule and time of year
SALARY:	Determined by the Board of Education
SICK DAYS:	NA
PERSONAL DAYS:	NA
VACATION DAYS:	NA
BENEFITS:	NA
OVERTIME PAY:	NA
POSITION TYPE:	Non-Certified
ASSIGNMENT CATEGORY:	Part-time
IMMEDIATE SUPERVISOR:	Superintendent
POSITION EVALUATED BY:	Superintendent
POSITION LOCATION:	Waltonville CUSD #1
JOB TYPE:	Staff

JOB DESCRIPTION SUMMARY:

- 1) Schedule high school games
- 2) Schedule buses for high school and grade school
- 3) Hire officials, ticket takers, and scorekeepers for high school games
- 4) Coordinate with group sponsors regarding concession stand schedules
- 5) Communicate effectively with all stakeholders including coaches, parents, administrators, newspaper, radio, buses, officials, etc.
- 6) Schedule and conduct parent and coaches' meetings
- 7) Comply with all school and state required training
- 8) Order materials and equipment for grade school and high school
- 9) Ensure all grade school and high school coaches have the proper training and certification
- 10) Attend and prepare for high school regional, sectional, or state tournaments meetings and further disseminate information to the appropriate stakeholders
- 11) Prepare facility for high school sponsored athletic events including tournaments, regionals, sectionals, and state

- 12) Coordinate with the high school secretary regarding the eligibility list (Friday morning at 8 am). AD will notify students deemed ineligible for the week, contact the individual coach and/or S-V AD, and administration
- 13) Coordinate with superintendent/principal regarding violations of the Athletic Code of Conduct and further contact all stakeholders including individual coaches, S-V AD, parents, student(s), etc. (written documentation must be submitted to the student and kept on file)
- 14) Maintain accurate student records and update student information spreadsheet with high school student information
- 15) Schedule meeting with administration in the spring to update the Athletic handbook and further prepare proposed updates to the BOE for the May board meeting.
- 16) Coordinate student eligibility information for NCAA and NAIA with the Assistant Principal
- 17) Meet regularly with administration and assistant AD
- 18) Oversee all athletic social media updates
- 19) Schedule and coordinate all college signing events
- 20) Schedule meeting with S-V AD and WCUSD for early January
- 21) Help supervise high school baseball, softball, volleyball, and basketball games as needed
- 22) Assist assistant AD with grade school supervision as needed
- 23) Oversee field set-up and maintenance
- 24) Make recommendations for field and facility improvements to the BOE
- 25) Complete all coaches' yearly evaluations and report summary to the BOE
- 26) Summer work (prepare for new school year)
- 27) Other duties as assigned by Administration

RE-APPROVED ON SEPTEMBER 24, 2020