



**POSITION DESCRIPTION**

<b>JOB TITLE: ATHLETIC DIRECTOR</b> Job Class: 5402		
<b>DATE</b> Updated	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b>
<b>BARGAINING UNIT:</b> MTEA		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> The role of the athletic director in the Milwaukee Public Schools is one in which he/she implements administrative policies and procedures for interscholastic athletics, directs and coordinates administrative functions related to athletics in a school including administrative management, program development and program evaluation, serves as an agent of the school principal in directing school athletic programs and organizing use building facilities by athletic teams, serves as liaison between coaches and the principal, advises the principal on matters pertaining to athletics, serves as chief of the athletic department of the school, advises coaches of rules and interpretation of rules, issues uniforms and first aid supplies, and serves as the enforcement official of all school, MPS, conference and WIAA rules and regulations dealing with athletics.</p> <p>The athletic director is an administrative manager and program coordinator serving as the agent for the principal. He/she is responsible for the total athletic program in his/her school within the school year. All coaches should take their concerns to the athletic directors, the athletic directors to the principal and finally, any concern could be brought to the attention of the Interscholastic Athletics Office.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Implements administrative policies to support the WIAA conference and MPS rules and regulation; develops policies and procedures on athletics within the school with the approval of the school principal; conducts regular staff meetings with coaches, principals and related personnel to communicate current policies and procedures; develops annual goals for the school's athletic program and develops individual sport goals in conjunction with each head coach.
2. Develops a facility use schedule for practices and competition in cooperation with the principal, physical education chairperson and coaches; assists coaches in locating practice facilities and submits contracts and schedules for all non-conference contests to the Interscholastic Athletics Office.

3. Determines eligibility of all school athletes within MPS policies; checks eligibility of athletes with respect to WIAA regulations; processes all eligibility information and maintains accurate records.
4. Issues and retrieves football uniforms and safety gear in conjunction with the coach; issues uniforms in all sports except football to coaches for distribution to athletes; determines and monitors storage area and arranges for all cleaning and repairing of uniforms and equipment.
5. Manages and maintains all required forms; submits all required forms to the proper authorities; prepares necessary forms to monitor distribution, return and inventory of uniforms and makes necessary forms available to coaches.
6. Arranges transportation for practices and conference contests within current guidelines; submits required forms to the proper authorities; arranges all transportation for non-conference contests within current guidelines and requisitions bus check and/or athletic passes.
7. Oversees supply allocation; maintains accurate records of expenditures; prepares additional and replacement equipment requests in cooperation with coaches; maintains accurate inventory and prepares all orders for supplies and equipment for submission to the school accountant; inspects equipment in conjunction with coaches and maintains an accurate inventory record.
8. Prepares all required financial forms for non-conference and WIAA tournament contests and forwards prepared forms to the appropriate authority.
9. Promotes all sports within the school and community; prepares bulletins, schedules and posters to promote the athletic program; conducts promotional activities such as assemblies, color days, ticket specials, etc., and arranges and conducts award programs and athletic banquets.
10. Enforces all safety regulations; makes first aid supplies available to coaches and makes certain that each coach has a first aid kit available for practices and games and enforces good risk management procedures and reports deficiencies to the interscholastic office.
11. Contracts officials for all non-conference contests and sub-varsity contests within current guidelines and contracts officials for WIAA tournament contests in accordance with WIAA procedures for that sport when acting as "tournament manager".
12. Advises the principal of the status of the interscholastic athletic program in the Milwaukee Public Schools; represents the school and/or principal at athletic contests in all sports and at regularly scheduled meetings; makes recommendations to the principal regarding the interscholastic athletic program; prepares reports for the principal's signature and represents the school at athletic functions when requested by the principal.
13. Recommends disciplinary action on athletic violations by coaches; recommends disciplinary action on athletic violations by athletes in conjunction with the coach.
14. Monitors activities to ensure compliance with all rules and regulations and periodically attends athletic contests in which the school represented.
15. Actively supports the MPS Strategic Plan.
16. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

**Experience Requirements**

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**