



JOB DESCRIPTION

Job Title	Middle School Athletic Coordinator
Department	Middle Schools
Reports To	Building Administration
Classification	Increment
Location	
Salary	Increment
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Middle School Athletic Director is responsible for supporting and monitoring the athletics programs at the middle school level as well as working with coaches and secretaries to ensure administrative, equipment, safety, and compliance requirements are met.

Essential Job Functions

- Supports and assists middle school athletic coaches with athlete paperwork and eligibility requirements.
- Assists coaches with issues around programmatic, parent/community concerns.
- Monitors athletes' safety and well-being under direction of coach.
- Ensures safe, timely, and productive practices for each sport.
- Prepares and monitors athletics budget in coordination with school administration.
- Recruits and recommends coaches, supervisors, and event workers in conjunction with school administration.
- Ensures contest logistic needs are met by arranging for transportation, officials, and facilities as necessary.
- Attends meetings with other Athletic Directors within our District and the league to create schedules.
- Attends Middle School Athletic Council meetings.
- Monitors, with the assistance of a secretary, the athlete eligibility cards/requirements and confirm that all athlete paperwork has been completed.
- Evaluates, maintains, supplies, and requests repairs to athletic equipment as needed.
- Enforces and uses the athletic code as appropriate to make decisions regarding player eligibility.
- Collaborates with other Athletic Directors regarding facility use.
- Makes recommendations regarding facility upgrade and upkeep.
- Ensures injuries are appropriately documented, coaches are aware of and follow guidelines, and safety equipment, first aid kits, and emergency contact forms are obtained and properly prepped and distributed.

- Ensures coaches have received the athletic handbook and follow guidelines as outlined in the handbook.
- Supports and gives recommendations to coaches regarding student peer conflict, advise principal when necessary
- Communicates with administration as needed regarding student/staff/community issues.
- Uses District approved scheduling software to post contest schedule and reserve facilities.
- Communicates with all key stakeholders regarding contest schedules.
- Uses District approved social media for athletics social media accounts for athletic programs.
- Holds meetings with parents and athletes regarding athlete eligibility, program philosophy and other program information.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Wisconsin Teaching Certification
- CPR/AED Certification

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Background or experience in athletics.
- Previous Coaching experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of District MS athletic philosophy and athletics policies.
- Familiarity with a wide variety of individual and team sports.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to work outside of the normal school days and hours.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office conditions and moderate noise levels.
- Exposure to a variety of weather conditions.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time and to stand/walk frequently.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment