

School Administration**Individual School Administration and Supervisory Personnel****Director of High School Athletics/Assistant Principal – Job Description**

Title: Director of High School Athletics/Assistant Principal

Reports To: High School Principal

Qualifications:

- Those specified by the Wisconsin Department of Public Instruction.
- Hold the appropriate valid Wisconsin administrators license or show evidence of working towards certification.
- Minimum of three years of successful teaching experience.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Performance Responsibilities:**A. Provides Leadership**

1. Provides leadership in the identification, development, and implementation of district goals.
2. Provides leadership in the identification, development, and implementation of building goals.
3. Serves as a contributing member of the administrative team and on assigned committees.
4. Attends all necessary school board and committee meetings, serves as a resource person, assists with presentation of information and or recommendations, and is prepared to field and discuss questions consistent with agenda items representing the area of responsibility.
5. Maintains a high level of integrity, is fair, and acts in an ethical manner.

B. Maintains Personal Professional Growth

1. Maintains personal professional growth through graduate work, professional organizations, seminars, and/or reading related professional literature.
2. Maintains current knowledge with all appropriate school laws pertaining to area of responsibility.
3. Maintains current knowledge of technology and systems related to job responsibilities.

C. Serves as the Assistant Principal of the School

1. Assist the Building Principal in Coordination and Supervising the Educational Programming for all Schools
2. Supervise student attendance.
3. Supervise student management/discipline procedures.
4. Facilitate and coordinate building utilization.
5. Assist in the development, revisions, and evaluation of the curriculum.
6. Coordinate the work of local, state, and federal agencies serving students at the school.
7. Assume responsibility for student health and safety (i.e., fire drills, crisis drills, tornado drills, etc.).

8. Supervise and coordinate athletic and co-curricular activities.
9. Assume responsibility for transportation and bus disciplinary procedures.
10. Coordinate student awards and assembly programs.
11. Assist the principal in student orientation, teacher orientation, and parent orientation.
12. Understands and demonstrates competence in the Wisconsin Administrator Standards.
13. Facilitates a vision of learning and a culture of collaboration and excellence.
14. Supports a culture of innovation.

D. Serves as the Athletic Director

1. Supervise and coordinate the athletic and co-curricular program at the high school.
2. Supervise and evaluate all High School athletic coaches and activity advisors (head coaches and advisors evaluate their assistants). Recommend contract removal and/or modification.
3. Identify professional staff members, or others if no professional staff member is available, for hiring as coaches and advisors
4. Assume general responsibility for the proper supervision of home games, including crowd control and assignment of necessary personnel (i.e., ticket sellers, police, crowd supervision, etc.).
5. Assume responsibility for the organization and scheduling of all interscholastic athletic events and other co-curricular events.
6. Obtain and employ qualified officials for all inter-scholastic athletic contests.
7. Work with all head coaches/advisors in obtaining sufficient and efficient means of transportation.
8. Prepare and submit the athletic budget to the High School principal for approval.
9. Oversee the co-curricular Code of Conduct.
10. Act as the liaison between the Wisconsin Interscholastic Athletic Association, Wisconsin Athletic Directors Association, Wisconsin Little Ten Athletic Conference, Watertown Booster Club and the Watertown High School. Attend all necessary meetings and conferences related to athletics.
11. Supervise all ticket sales and fund-raising events connected with the athletic programs and co-curricular activities.
12. Make necessary arrangements for the use of non-school playing fields and facilities.
13. Coordinate and supervise the arrangement of practice schedules and facilities.
14. Periodically review the safety of school facilities and equipment used in athletic contests.
15. Plan schedules and provide supervision of intramural programs.
16. Supervise the implementation of athletic and co-curricular activities.
17. Plan and coordinate all school sponsored athletic tournaments held in the Watertown Unified School District.
18. Assume responsibility for determining when athletic contests or co-curricular activities shall be canceled or postponed.
19. Insure that all Title 9 and other governmental regulations relating to equity between sexes are adhered to in our athletic and co-curricular programs.
20. Insure that all the W.I.A.A. rules governing athletic participation are adhered to by all coaches/personnel.

- E. Additional Responsibilities
1. Assume complete charge of the administrative functions in the absence of the principal.
 2. Supervise and evaluate staff as assigned by principal
 3. Perform other duties as assigned by the principal, or as appropriate to the job assignment.

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