

**RIPON AREA SCHOOL DISTRICT
Job Description**

Department: Administration

Job Title: Assistant High School Athletic Director

Qualifications: Licensure: Must be licensed as a Principal (51) or in the process of obtaining the license in the time frame specified by the Board of Education.

Education Level: Master's degree in an approved program that qualifies for secondary principal certification with the State of Wisconsin. RAA/CAA/CMAA preferred or willing to obtain.

Experience: A minimum of four years of teaching experience at the secondary level. Previous administrative experience is preferred but not required. Demonstrated ability to deliver administrative services effectively. Holds a personal philosophy of education compatible with the position's demands and the community's nature.

Other Requirements: Ability to effectively present information, communicate positively, and respond to questions from administration, Board of Education, staff, students, parents, and the general public in a pleasant manner. Ability to motivate, guide, and supervise staff. Ability to handle stressful situations, organize and maintain numerous details, and work independently. Ability to respond to change and frequent interruptions productively and positively while meeting deadlines as assigned. Ability to maintain confidentiality in all phases of the position. Ability to effectively use multiple technologies for communication, job-embedded learning, data analysis, and work efficiency. Ability to work unsupervised and make risk decisions.

Reports to: High School Athletic Director

Supervises: Directly or indirectly, all coaches in Ripon High School.

Job Goals: Inspire, lead, guide, and direct every member of the school's athletic program in setting and achieving the highest standards of excellence so that each athlete learns, grows, and succeeds. To plan, develop, implement, lead, and evaluate the school's progress toward achieving the Athletic Department's vision and strategic direction.

Essential Job Functions/Responsibilities*:

1. Demonstrate commitment to children's education by supporting the organizational vision, mission, guiding principles, and strategic direction.
2. Assume responsibility for the administration of the athletic programs on the high school campus (Ripon HS)
3. Works cooperatively with Ripon High School coaches, staff, students, community, and administration.
4. Communicate with staff, parents, students, and the community about school athletic programs, activities and events.
5. Assume responsibility for the security, safety of students and appearance of the physical plant, in cooperation with the High School Principal, High School Assistant Principal, Ripon Police Department, District Facilities Manager, and other administrators.
6. Meet regularly with other High School administrators regarding building-level programs and Operations.
7. Provide guidance and direction for a school's athletic program.
8. Prepare budgets and allocate spending on items such as coaches' salaries, team travel, equipment purchases, and facility upkeep.
9. Coordinate with coaches about the scheduling of games and practices.
10. Collaborate with conferences and leagues about scheduling issues.
11. Collaborate with and schedule athletic training services (ATS).
12. Prepare and organize student eligibility and medical records as well as awards.
13. Prepare team rosters, programs, and concessions for home events.
14. Speak with league officials about subjects such as postseason play.
15. Organize team photos.
16. Assist with athletic department fundraising.
17. Direct the calendar and scheduling for the fields, courts, and weight room.
18. Work with coaches and bus transportation manager to plan trips.
19. Coordinate officials and umpires at games and budgeting for their pay.
20. File reports on the status of each team and its successes and areas for growth.
21. Mediate any disputes between athletes and coaches or between coaches.

22. Assist in establishing and maintaining good relations with civic, professional, service, parent organizations, legislators, and the community by actively participating in community activities.
23. Engage in professional growth activities to enhance job performance and/or meet changing job requirements.
24. Serve as a positive role model for students in conducting themselves as citizens and responsible, intelligent human beings.
25. Remain free of alcohol or illegal substances in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
26. Perform other duties as assigned by the High School Assistant Principal.

*The Athletic Director holds the above responsibilities, but at anytime could become the responsibility of the Assistant Athletic Director, to which the Athletic Director will oversee the operation.”

Terms of Employment: The term of employment for the Assistant High School Athletic Director shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin law.

Evaluation: Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on administrative personnel.

I read and understand this job description and can fulfill the essential functions listed.

Signature

Date

Print Name

PHYSICAL DEMAND ADDENDUM

PHYSICAL DEMANDS

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning.....	Frequently
Repetitive movement.....	Occasionally
Reaching.....	Occasionally at/above shoulder height
Reaching.....	Frequently below shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Pulling/Pushing.....	Frequently 10 pounds or more
Lifting.....	Frequently 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Frequently 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

Signature

Date