

**SCHOOL DISTRICT OF ELMWOOD AND PLUM CITY**  
**Job Description**

**TITLE:** Co-Activities Director

**PREFERRED QUALIFICATIONS:**

1. Current Wisconsin Teaching License
2. Experience as a coach
3. Demonstrated leadership and organizational ability
4. Ability to prepare and administer athletic/activities budgets

**JOB GOALS:**

To develop and operate an extra-curricular athletic and activities program that will help students:

1. Develop social, emotional and physical skills
2. Develop a sense of self-worth
3. Enhance the principles of fair play
4. Expand their knowledge of sports
5. Learned behaviors which enhance their own and their community's image

**REPORTS TO:** Middle/High School Principals

**PERFORMANCE RESPONSIBILITIES:**

The athletic director's responsibilities will be broken down primarily by those duties that are taken care of within our school and community and those duties that address issues between our school, our community and other schools and communities.

**External Duties:**

1. Schedule all events 7-12
2. Schedule officials for all events
3. Act as a liaison with Dunn-St. Croix Conference
4. Act as a liaison with the WIAA
5. Manage all WIAA home tournament games
6. Secure all athletic awards and records (Trophies, plaques, etc.)

**Internal Duties:**

1. Set up schedule for contest manager for all home games and share those duties with other administrators or designees

2. On site arrangement for officials
3. Coordinate public and media relations

**PERFORMANCE RESPONSIBILITIES:** (Continued)

4. Make staffing recommendations
5. Conduct coaching meetings
6. Coordinate sale of concessions

**Shared Duties:**

1. Prepare and administer the athletic budget
2. Co-Manage the athletic banquets
3. Co-Manage all WIAA tournaments away games advise administration on matters pertaining to the athletic code
4. Other duties as assigned by the administration

**EVALUATION:**

Performance will be evaluated in writing by the Middle School/High School Principals of Elmwood and Plum City schools annually. A copy of the evaluation will be given to the Co-Activity Director, and a conference held with him/her to discuss the evaluation.