

West Central Middle School Athletic Director Job Description

Title: Middle School Athletic Director

Job Description: The Middle School Athletic Director oversees all aspects of the athletic program, ensuring that sports activities promote school pride, student development, and compliance with state and conference regulations. This individual manages coaches, athletic budgets, facilities, scheduling, transportation, and communication with stakeholders, fostering a culture of sportsmanship and academic excellence.

Qualifications:

- High School Diploma
- Must possess excellent verbal and written communication skills
- Must have ability to facilitate teamwork and work well with students, teachers, coaches, parents and administration

Reports To: Building Principal and Superintendent

Approved: May 20, 2026

Middle School Athletic Director Duties and Responsibilities:

1. Responsible for organizing and administering the overall program of extracurricular athletics for West Central Middle School.
 - a. Scheduling home and away contests
 - b. Hires officials, ambulance service coverage (as appropriate), and security as required, and assumes general responsibility for the proper supervision of events.
 - c. Works with the Transportation Director to arrange transportation for athletic contest participants.
 - d. Arrange details of visiting teams' needs.
 - e. Coordinate, plan, organize and lead all Meet the Heat events, Senior Nights and other special recognition events during athletic seasons.
2. Serves as the Middle School liaison with the West Central Athletic Association (WCAA) by attending and participating in meetings
3. The Athletic Director is responsible for working with Coaches in the following areas:
 - a. Recruits, interviews and recommends the selection/rehire of athletic coaches.
 - b. Make all necessary arrangements for use of nonschool playing fields and facilities for use by West Central School Teams.
 - c. Work with coaches to provide advice, suggestions and problem solve to improve individual coaching skills and the overall program/team
 - d. Communicate regularly with the building principals about coaches' job performance during their respective seasons.
 - e. Develop action plans and take steps necessary to help student athletes who are ineligible due to academics, discipline or injury.
 - f. Distribute and review with coaches the West Central Coaches Handbook, conference rules and all applicable IESA rules, at a Coaches Meeting held prior to the start of the respective season.

- g. Ensure all volunteer coaches meet District approval procedures.
 - h. Maintain an accurate, up-to-date inventory of District athletic equipment and uniforms. Coordinate the purchase, cleaning and repair of all District athletic equipment.
 - i. Review, approve and arrange for distribution of team rosters for all athletic contests.
 - j. Maintain records of coach's completion of all required training for West Central and IHSA (CPR, Concussion Training, etc).
 - k. Work with head coaches to review and prepare program rules documents, prior to the start of the season and parent meetings.
 - l. Complete evaluations of head coaches for each season at the end of all seasons. Meet with coaches to review evaluations (and sign) and verify all equipment has been returned to the District, then submit evaluations with approval to pay to HR in the District Office. All coaches in the program will receive their pay after completion of this step.
4. Fosters good school-community relations in keeping the community and media aware of the athletic program.
5. Reviews each student-athletes weekly and semester academic eligibility in keeping with district and IESA policy and maintains such records as necessary.
6. Ensures athletes, coaches and parents understand and follow the expectations and policies in the West Central Athletic Code.
7. Recommend to administration and the Board of Education needed changes to the West Central Athletic Code.
8. Ensures the physical requirement of eligibility is met for participation in athletics for each athlete. This includes checking each student's proof of physical examinations, proof of insurance, release and participation information form, district drug testing, concussion protocol and IESA steroid testing permission forms. Informs athletes of the requirement for an annual physical examination of all athletes, and assumes responsibility that all documentation is received prior to participation and communicates status of required documentation with the coaches.
9. Supervises ticket sales and fundraising events connected with the athletic program, and assumes responsibility for proper handling and accounting of monies involved.
10. Keeps records of the results of all West Central Middle School athletic contests, maintains a record file of all award winners, stating the date and type of the award, including scholarships.
11. Coordinate and supervise a uniform method of athletic awards.
12. Facility Management
 - a. Ensure that all athletic facilities and equipment are ready for play on the scheduled day and time of the event including but not limited to: cleanliness, floor/field preparation, lighting, scoreboard operations, sound system, ticket sales, concessions, crowd control, pre-game/halftime programs and security.

- b. Develops and maintains a list of recommended athletic facility improvements. Periodically reviews list with administration.
 - c. Coordinate with responsible school staff and coaches to schedule school facilities for all athletic activities including practices, weekend and summer schedules. Arranges the practice schedules for the coaches and coordinates shared space schedules with High School AD and Building Administration.
 - d. Review all requests for use of school athletic facilities by outside organizations. Recommend course of action to the administration and coordinate use as required.
13. The AD shall contact all schools (both home and away) the week prior to their contest to confirm schedule, times, locations and officials.
 14. Attend Conference, State and Regional Athletic Director meetings as appropriate.
 15. Act as Tournament Manager for all Conference and tournament activities assigned to the High School.
 16. The AD shall be responsible for administering all IESA, District and Building rules and regulations.
 17. Verify eligibility of transfer and foreign exchange students with the IESA.
 18. Works with district administration, transportation and opposing school administration to make determination of cancellations of contests and/or practices due to weather and communicates those decisions.
 19. Work with building principals to ensure an administrator or the Athletic Director is at attendance at all home events. The Athletic Director is expected to attend at least 75% of home contests and 25% of away contests to maintain visibility, ensure program quality, and support athletes and coaches.
 20. Attend a minimum of two (2) practices per sport season to observe team operations and provide feedback to coaches.
 21. Work with the High School Athletic Director and building administrators to maintain an up-to-date West Central Coaches Handbook.
 22. Coordinate athlete/parent meetings for each season, prior to the start of the season.
 23. Work with the District Nurse and contracted Athletic Trainer (as applicable) to coordinate and complete concussion baseline testing and follow-up care, as needed.
 24. Maintain game worker schedule and payment needs.
 25. Submit budget requests (for each program and overall athletic department) by June 15 for the following school year for consideration by the Superintendent when creating the district budget.
 26. Follow all district purchasing procedures.

This job description in no way states or implies that these are the only duties to be performed by this position. The Athletic Director will be required to follow any other instructions and to perform any other related duties as assigned by district administration or the Board of Education.