



**REGIS CATHOLIC SCHOOLS**  
**JOB DESCRIPTION**  
**Regis Catholic Schools**  
**ATHLETIC DIRECTOR (Gr. 5-12)**

**Position Overview:**

The **Middle & High School Athletic Director** is responsible for overseeing all aspects of the athletic programs at Regis Middle School and Regis High School. This role ensures the effective administration of sports teams, compliance with regulations, and the promotion of a positive and inclusive athletic culture that aligns with the mission and values of Regis Catholic Schools.

**Qualifications & Requirements:**

- Bachelor's degree in sports management, education, administration, or a related field preferred.
- Previous experience in athletic administration, coaching, or school leadership preferred.
- **Certifications:** CPR, First Aid, and WIAA coaching certification (or willingness to obtain).
- Strong organizational, leadership, and communication skills.
- Ability to collaborate with school administration, coaches, students, and families.
- Commitment to the mission and values of Regis Catholic Schools.

**Terms of Employment:**

- Reports To: Regis Middle School/High School Principal
- Full-Time, year-round position
- School year expectations:
  - Follow school year calendar (teacher days)
  - Professional development days are workdays
  - Office hours are 8:00 am – 3:00 pm
- Summer months expectations:
  - June: 3 days per week
  - July: 2-3 days per week
  - August: 4 days per week
- Evening and weekend work required for games, practices, and special events.
- Travel may be necessary for away games and tournaments.

**Key Responsibilities:**

**Program Administration & Development**

- Provide leadership and direction for all middle and high school athletic programs.
- Ensure compliance with all **WIAA** (Wisconsin Interscholastic Athletic Association) regulations, conference rules, and school policies.
- Ensure training opportunities are available, and requirements are met.
- Conduct annual orientations for all coaching staffs.
- Evaluate all head coaches and oversight of the evaluations of assistant coaches.
- Responsible for the recruitment and hiring of coaches.

- Assist Human Resources with payroll requirements, Safe Environment compliance of ALL coaches, compliance with all Diocesan policies and procedures.
- In conjunction with the Building Administrator, develop and manage the athletic department budget, ensuring responsible financial and purchasing oversight.
- Responsible for tracking all athletic gate receipts and athletic fees in accordance with Regis Catholic Schools approved policies and protocols.
- The Athletic Director is in charge of hiring game managers or will act as game manager if needed.
- Responsible for coordination and payment of officials and event workers.
- Attend Booster Club meetings.
- Coordinate scheduling for practices, games, and events, including transportation and facilities.
- Oversee all summer athletic camps.
- Maintain an inventory of athletic equipment and coordinate purchases as needed.
- Assumes other duties as assigned by the Building Administrator and/or President.

**Student-Athlete Support & Development**

- Facilitate parent-student code meetings/communications.
- Promote academic achievement and personal development among student-athletes.
- Ensure student-athletes meet eligibility requirements and maintain academic standards.
- Encourage sportsmanship, leadership, and teamwork within the athletic programs.

**Communication & Community Engagement**

- Serve as the primary liaison between the school, parents, and the broader community regarding athletic matters.
- Professionally represent the school/school system in interactions with parents, community, staff and students.
- In conjunction with Communications Director, coordinate media relations, including social media updates, newsletters, and press releases.
- Work with school administration to organize athletic recognition events and awards ceremonies.

**Health, Safety & Compliance**

- Ensure proper safety protocols, including injury prevention and emergency response procedures, are followed.
- Oversee compliance with medical requirements, such as physicals and concussion protocols.
- Coordinate athletic trainer schedule.
- Enforce disciplinary policies and expectations for student-athletes and coaches.

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.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Administrator

\_\_\_\_\_  
Date