



# Spooner Area School District

801 County Highway A • Spooner, WI 54801 • 715-635-2171 • [www.spooner.k12.wi.us](http://www.spooner.k12.wi.us)

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**POSITION:** Dean of Students/Activities Director

**REPORTS TO:** High School Principal

**GENERAL FUNCTION:** Provide vision and leadership in the area of secondary level student behavioral and academic supports; manage and coordinate the school district activities and sports programs; promote the success of and participation in all extra-curricular activities; and ensure that all students have an equal opportunity to participate and share in the benefits of the district's programs.

**REQUIRED LICENSURE:** Wisconsin DPI Teacher License

**PREFERRED LICENSURE:** Wisconsin DPI Administrator Licensure - Principal

**ESSENTIAL FUNCTIONS:**

- Oversight of secondary student achievement data and programming to meet the state mandates for Equitable Multi-level System of Supports (EMLSS).
- Work with the staff to identify students that need academic support and provide the structure for their success.
- Initiate, design, and implement programming to meet the specific needs of individual students.
- Assist the principal in maintaining an effective learning climate in the school.
- Oversee student discipline and the EMLSS team with a focus on reinforcing positive student behavior and reducing student behavior issues.
- Monitor and communicate with a variety of stakeholders in the area of student attendance patterns, working with students, families, guidance, and outside agencies to address as well as prevent truancy.
- Assist teachers in classroom and intervention strategies for the purpose of professional growth and development.
- Coach/Mentor members of the teaching staff as assigned.
- Commit to several strategies to support parents and students being represented in decision-making.
- Keep documentation and timelines for student disciplinary referrals to support problem-solving and planning sessions with the administration.
- Ensure compliance with federal, state, local, and district mandates concerning emergency procedures.
- Coordinate the District's activities program in collaboration with principals and coaches to ascertain program needs on an annual basis, as well as, prior to each season ensuring consistency of programming.
- Initiate the recruitment and selection of coaches and make employment recommendations to the building principal/administration.
- Supervise and evaluate all coaches.
- Schedule athletic contests, issue contracts for the contest, and maintain the proper and necessary records.
- Ensure officials are scheduled and contracts are issued for all athletic contests. Maintain an active file of officials under contract and verify officials are paid following the contact.

- Arrange transportation for all away athletic contests.
- Supervise the preparation and verifies all athletic eligibility lists.
- Supervise athletic contests and act as the host to officials and visiting schools. Oversee the supervision of contest employees and volunteers who work the athletic contest. Arrange for personnel to supervise contests as needed.
- Supervise athletic funds, prepare and administer a detailed operating budget for the athletic program and submit it to the building principal. Order all equipment and maintain a current inventory of all athletic equipment.
- Advise and ensure all coaches conform with Board, WIAA/league policies and regulations, and with state and federal laws. Attend WIAA and district meetings. Ensure all coaches have successfully completed required inservice programs.
- Serve as liaison to school athletic booster groups, youth organizations, and community education
- Other duties as assigned by the Superintendent and/or building Principal.

#### **DESIRED CHARACTERISTICS:**

- Highly developed leadership skills
- Dedication to strong collaboration and team building.
- Critical thinking and problem solving skills with the ability to exercise independent judgment and make decisions within prescribed boundaries.
- Time management, organizational, and prioritization skills with the ability to manage multiple tasks with frequent interruptions.
- Strong verbal and written communication skills with the ability to communicate, interact and work effectively and cooperatively with people from diverse backgrounds.
- Life-long learning with a commitment to public service.
- Relationship builder who fosters understanding and solicits support for overall school objectives and programs
- Equity champion - growing the understanding of cultural competency and respect for diversity.

#### **GENERAL RESPONSIBILITIES:**

- Keep abreast of changes and development in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- Demonstrate knowledge of current educational research and practices.
- Represent the Spooner community with integrity when working with outside agencies such as the police, Social Services, Protective Services, Health Department, Fire Department, local government and health organizations, educational institutions, etc.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

The Spooner Area School District is an equal opportunity employer and does not discriminate against applicants on the basis of race, color, sex, creed, age, ancestry, national origin, sexual orientation, gender identity/expression, political affiliation, marital status, disability or arrest.

This document describes general information about the position however should not be considered as comprehensive. The Spooner Area School District reserves the right to modify job duties or descriptions at any time. This document is not an employment contract.

**Wage/Salary:** Based on credentials and experience  
**Benefits:** Position qualifies for District Benefits  
**Application:** Apply on WECAN at <https://wecan.waspa.org/>  
**Deadline:** Open until filled

**Job Description:** [Dean](#) [Athletic Director](#)