

AD High School

Registration is online, coaches have access to all emergency contact information via an app.
(Not all students have registered online but we are working on full online registration.)

Online registrations still need to be cleared by the ad office. Verify sports physical information for athletes and request new physicals if sports physical is expired.

Notify students and parents about registration dates/times and deadlines, etc...

Add all sports information to Powerschool for each athlete - update sports lists in PowerSchool which is used by the athletic office and main office for attendance and grades.

Daily attendance reports for athletes for each sport - done separate for each sport at the end of the school day

Add early student release information to the daily bulletin for sporting events

Scheduling games and officials High School 7 - 12 Grade

Requisition payment for game officials after each game

Working with Transportation

MSHSL Eligibility questions and penalties

Evaluation of programs and coaches

Site Supervision Approximately 150 home events

Work with transportation to coordinate trips

Ordering/approving equipment and supplies - requisition each order for the business office to pay and/or issue a purchase order

Coaches and Students Continuing Education/Trainings

Hiring/evaluating coaches and programs

Print Programs for games

Make up cash boxes for games which includes ticket sales sheets and deposits for each game.

Schedule doors for game days

Coordinate game workers - requisition payroll for games workers at the end of each sports season - fall, winter, spring

Requisition payments for away tournaments and meets that require a fee.

Keep track of all payments for home sports tournaments - make deposits and notify schools who have not paid

Make varsity letter certificates and other sports certificates for athletes. Information should be added to PowerSchool - this information is also used for sports awards given out for seniors at the end of the school year

Order awards and prepare all data for the awards ceremony held at the end of the school year

MSHSL yearly reports, grants and registration

State and Section tournaments - prepare and report all data, hotels, requisitions, deposits, etc...

Community Ed

Receptionist/Assistant:

Coordinating classes and locations

Answering questions and helping with registration (all registration can be done online)- paper is still needed though for flyers/ and sign-up. **We are losing people going strictly online.**

Seek out new programs

Publish CE program booklet/Newspaper ads

Schedules rooms for Virginia/Eveleth campus

Programs Doors for Virginia/ campus

Rent to outside groups.

Pay instructors, obtain background checks, show new instructors buildings and rooms.

Schedule and run Community Education Advisory meetings.

CE Director/Asst. Activities Director (possible Middle School AD)

Youth sports

Scheduling practices/gym/field time/including turf field rentals and other facilities

Volleyball, Basketball, softball, tennis, football, etc...

Possible hire coordinators

Coordinate, evaluate, and educate coaches,

Seek out and implement new programs and classes.

Help Supervise events

Schedule / Maintain- all new facilities(all fields/Gyms/ Pool.) and supervise all rentals.

Clubs - deposits, reimbursements for purchases, balance checking account, etc...