

Pardeeville Area School District



Position: Activities Director

Start Date: June/July 2025

Application Deadline: Until Filled

Job Description:

Pardeeville Area School District is seeking an individual to serve as the Activities Director for the 2025-2026 school year. This position is expected to maintain and further develop high standards of extra-curricular participation, athletic competition, sportsmanship, and advising. The school district's philosophy and established objectives, rules and regulations related to the extra-curricular programs and the educational best interest and physical well-being of participating students are to be administered. The ideal candidate will be coordinating all games, including staffing and visitor team communication, securing facility locations throughout the district, following and understanding WIAA and conference regulations, and supervising events along with the coaching staff.

Preferred Qualifications:

Bachelor's Degree (or higher) from an accredited institution. A valid Wisconsin driver's license, Experience/training in word processing and/or computers, experience and/or training with First Aid and CPR, occasionally may be required to lift (up to 50lbs), carry, grasp, push, reach or stoop/kneel, must be able to work outside normal school hours, minimum of five years of successful teaching experience at the secondary level.

How to Apply:

All applicants need to apply through WECAN. A complete WECAN application will include a cover letter, resume, additional questions, transcripts, and 3 current letters of recommendation. Questions can be directed to Dr. Benjamin Heninger, Superintendent, Pardeeville Area School District, by emailing henibe@pasdwi.org or calling (608) 429-2153, ext. 213.

The Board of the Pardeeville School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The full notice of nondiscrimination is located at <https://www.pasdwi.org/district/district-nondiscrimination-policy.cfm>. This institution is an equal opportunity provider.