

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4  
Champaign, Illinois

Title: Athletic Director/Dean of Students – Middle School

Qualifications:

1. Illinois Administrative Licensure (preferred) or progressing toward Illinois Administrative Licensure
2. Master's Degree or above (preferred) or progressing toward a Master's Degree
3. Prior teaching and/or administrative experience at the level to be assigned (preferred)
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Principal or Associate Principal

Supervises: Non-licensed personnel as assigned

Objective: To coordinate of athletic and other activities that enhance the District's educational objectives and use leadership, supervisory and administrative skills to promote the educational development of students and staff.

Performance Responsibilities:

I. ATHLETIC & EXTRACURRICULAR PROGRAM LEADERSHIP

- A. Provides comprehensive oversight for the school's athletic, extracurricular, and co-curricular program offerings
- B. Ensures that programming is administered in a manner consistent with policies adopted by the Board of Education, the Illinois Elementary Schools Association (IESA), and applicable law
- C. Meets regularly with coaches and other staff to communicate expectations and ensure consistency in programming
- D. Supervises and oversees maintenance of all athletic and extracurricular facilities
- E. Develops a balanced schedule of games/meets for each program, schedules facilities, and contracts officials and other personnel for each contest
- F. Organizes and manages invitational and IESA-sponsored athletic tournaments and meets
- G. Monitors student eligibility for participation in athletics/activities
- H. Supervises awards and recognitions for athletes and extracurricular activity participants
- I. Maintains an accurate inventory of athletic and extracurricular uniforms, equipment, and supplies
- J. Prepares and administers a budget for athletic and extracurricular programs and makes recommendations to the Principal
- K. Maintains accurate financial reports for all programs
- L. Serves as the designated liaison to all booster clubs and ensures their adherence to Board Policy
- M. Coordinates all ticket sales for events and accurately accounts for all monies collected
- N. Arranges and approves all transportation of athletic and extracurricular teams and groups
- O. Directs staff supervision of home athletic and extracurricular events
- P. Coordinates and articulates athletic programs with high school Athletics Administrators
- Q. Oversees and ensures consistency of athletics-related disciplinary action
- R. Coordinates study halls in conjunction with coaches to promote academic excellence
- S. Shares responsibility for the planning, implementation, coordination, and supervision of fundraising programs
- T. Coordinates with parents, booster clubs, media, and the community in presenting the school's athletic and extracurricular programs
- U. Utilizes social media and other platforms to promote athletics and activities

II. CURRICULUM AND INSTRUCTIONAL LEADERSHIP

- A. Participates in the development of the District's curriculum and assists in monitoring implementation, with emphasis on the social/emotional curriculum
- B. Maintains high standards of student conduct and enforces discipline, as necessary, to provide a proper learning environment

- C. Proactively addresses issues that arise to minimize disruptions to the school and maximize instructional time for each student
  - D. Assists in establishing a building time schedule and calendar that provides maximum learning time
  - E. Assists in communicating and defining building level goals and objectives that are consistent with the District curriculum
  - F. Monitors, in conjunction with the administrative team, student progress and relies on performance data to make decisions
- II. SCHOOL MANAGEMENT
- A. Implements and monitors the effectiveness of all Board of Education and building level policies and procedures
  - B. Plans, administers, and supervises the use of school facilities
  - C. Prepares and maintains reports, records, lists, and all other paperwork as assigned by the Principal
  - D. Analyzes student data as directed by the Principal
  - E. Attends and actively supervises extracurricular activities
  - F. Assists and consults with such local community agencies as the police, fire, and health departments with reference to inspections, drills, and security
  - K. Shares responsibility for assembly programs, field trips, school exhibits, contests and drives, school elections, fundraising activities, and commencement activities
- III. SCHOOL/COMMUNITY RELATIONS
- A. Acts as a liaison between the school and the community, interpreting activities and policies of the school and District while encouraging community participation in school life
  - B. Participates in building advisory committees
  - C. Serves, as requested, with parent, faculty, and student groups in advancing educational and related activities and objectives
  - D. Coordinates mailings, news releases, and other forms of communication
- IV. SUPERVISION AND EVALUATION OF PERSONNEL AND STAFF DEVELOPMENT
- A. Adheres to the District's Affirmative Action/Equal Employment Opportunities policies and follows building and area of supervision guidelines established for screening, interviewing, hiring, and assigning employees
  - B. Makes recommendations regarding District policies and negotiated agreements
  - C. Supervises non-licensed personnel (as assigned) and makes recommendations regarding their employment, transfer, promotion, or dismissal
  - D. Assists in planning and administering staff development activities and handbooks
  - E. Ensures that all staff are allocated and used effectively and efficiently
  - F. Builds relationships with all staff members, promotes a team-oriented environment, and maintains high standards of accountability
- V. OTHER RESPONSIBILITIES
- A. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications, and/or enrolls in advanced courses)
  - B. Participates in District meetings and such other meetings as are required or appropriate
  - C. Performs other related duties as assigned

Terms of Employment: Salary, benefits, and work year to be established by the Board of Education

Evaluation: Performance will be evaluated by the Principal in accordance with the District's plan for evaluation of administrative personnel

FLSA Status: Exempt

Status: Created April 12, 2023