



CHSD117 Job Description

Building Athletic Director

GENERAL INFORMATION

TITLE	LCHS Athletic Director
DEPARTMENT	Administration
LICENSURE	Illinois Professional Educator License & General Administrative (Type 75)
LENGTH OF CONTRACT.....	261 Days
REPORTS TO	Principal
EVALUATION	Evaluation Completed by Building Principal

JOB GOAL(S)

- The Athletic Director will organize, schedule, and supervise all student athletic programs for Lakes Community High School. The administrator will support the academic experiences of the students in these programs, encourage student and community participation, ensure effective usage of facilities, be fiscally responsible, and will promote a positive District culture. The administrator will also ensure equitable access to all District facilities.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criteria indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

- **Communication**
 - Students:
 - Provide consistent messaging for all extracurricular athletic programs.
 - Families/Guardians:
 - Provide consistent messaging to all families and guardians about programs and opportunities.
 - Host an annual All Sports Night to provide necessary information for our families.
 - Community:
 - Develop and maintain community relationships/partnerships specific to extra-curricular programming.
 - Participate and represent the District in local civic organizations.
 - Board of Education:
 - Provide monthly updates on student program happenings and future planning.
 - Conference:
 - Participate in Conference meetings.
 - Act as chairperson when designated by the NLCC.



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- **Program Development**
 - Student-athlete/activity leadership programs:
 - Increase student leadership training opportunities/programs.
 - Coaching Staff:
 - Enhance/create professional development for coaches.
 - Facilities:
 - Maximize the use of current District 117 facilities specific to the functioning of extracurricular programs.
 - Ongoing development of athletic programs targeted towards student interests.
 - Collaborate with other District Athletic/Activity Directors to develop equitable, organized, and cost-effective summer programming.
- **Facilities**
 - Oversee the organization, scheduling, and usage of all facilities, including the McKay Center for CHSD117 athletic needs.
 - Communicate availability and scheduling of all facilities with community stakeholders.
 - Supervise building and grounds workers for athletic events and projects in collaboration with the District Buildings & Grounds Director.
- **Financial**
 - Prepare and oversee building budgets for extracurricular programming.
 - Collaborate with District Assistant Superintendent/CSBO on financial needs.
 - Maximize the financial potential of all District Facilities, with special emphasis on major events, fundraisers, and community events.
- **Supervision**
 - Athletic Training Department
 - Athletic Grounds & Facilities Personnel
 - Athletic Professional Support Personnel (PSPs)
 - Serve as administrator in charge when other 12 month administrators are not on campus due to meetings, sick days, vacation days, etc.
- **Evaluation**
 - District Head Varsity Coaches
 - Support building administration in the evaluation of other licensed CHSD117 teaching staff.

Revised 3/2026



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