



GLENBROOK HIGH SCHOOL DISTRICT 225
3801 W LAKE AVENUE
GLENVIEW, IL 60026

Assistant Principal of Athletics Job Description

Department:	Administration
Location:	GBN
FLSA Status:	Exempt
Retirement System:	Teachers' Retirement System of Illinois (TRS)
Term:	239 Work Calendar
Unit Classification:	Administrative
Wage Classification:	Annual Salary
Supervisor:	Associate Principal of Operations and Student Experiences

Position Summary

The Assistant Principal of Athletics provides leadership and oversight of the school's athletic programs and related activities, ensuring equitable opportunities for all students. Serving as an advisor to the Principal, this role includes managing budgets, supervising athletic staff, coordinating facilities, enforcing policies, and collaborating with various school offices and community partners to support student engagement and uphold school standards. Additionally, the Assistant Principal oversees safety measures, and event supervision, and serves on key leadership teams, fostering a safe and inclusive athletic environment.

Education and/or Experience and Qualifications

1. Master's degree in Educational Leadership or related field.
2. Professional Educator License with a General Administration or Principal endorsement.
3. Minimum of three (3) years experience in a High School setting.
4. Minimum of five (5) years of head coach or assistant athletic director experience.
5. Teacher Evaluator Designation or ability to obtain it before starting employment.
6. Staff Development Experience (preferred).
7. Ability to work positively and productively with adults and high school-age students.
8. Ability to present and produce documents at a high level of sophistication.
9. Ability to make rational decisions, problem-solve, and effectuate change.
10. Ability to establish and maintain collaborative relationships with a wide range of staff members.

11. Ability to be articulate in both the formation of policy and procedures and their interpretation to staff, students, and the community.
12. Ability to be firm but fair, with a holistic approach for respect for individual problems and needs within the framework of institutional requirements.
13. Ability to act with tact and sound judgment.
14. Ability to remain calm under pressure and provide leadership in emergency situations.

Essential Functions

1. Provides coordination and oversight of athletic programs and related activities, including the hiring, training, and supervision of coaches; scheduling; and transportation.
2. Works collaboratively with the Communications department to promote athletics through social media and public relations efforts to enhance visibility and engagement.
3. Prepares a budget designed to provide the resources needed to operate that athletic program. This is done in collaboration with the Associate Principal of Operations and Student Experience.
4. Supervises and evaluates the Assistant Athletic Directors, Seasonal Supervision, Strength and Conditioning Coach
5. Supervises and evaluates the Head Athletic Trainer, and collaborates with the Head Trainers to oversee the Assistant Athletic Trainers, training room, program, and budget.
6. Oversees and coordinates supervision for major home and away sporting events. While attendance and supervision are prioritized, responsibilities are shared among assistant athletic directors, athletic supervisors, and other administrative staff to ensure comprehensive event coverage and support.
7. Develops and enforces policies and procedures for the interscholastic athletic program, including scheduling, paying officials, organizing contests, and maintaining accurate records, while ensuring adherence to the athletic rules and regulations of the IHSA and the Central Suburban League.
8. Collaborates with the Dean's Office and Student Activities Office to enforce the Code of Conduct for all athletes, partners with the Student Activities Office on hosting Activities and Athletics Fairs for incoming Freshmen and their parents, as well as other events throughout the year such as Sports and Spirit assemblies.
9. Oversees and manages all indoor and outdoor athletic facilities.
10. Represents the school at District, CSL, IHSA, State, and National Athletic Director meetings.
11. Coordinates, schedules, and manages summer athletic camps, including budget planning in collaboration with the business office
12. Acts as the administrative liaison to the Athletic Booster Club, Park District, Feeder Programs, and all athletic facility rentals.
13. Takes the lead in resolving problems, issues, and concerns that may arise within the athletic program or extra-curricular activities.
14. Oversees safety planning, preventative safety measures, and safety of equipment for all aspects of the Athletic Department.
15. Oversees Student-Athlete leadership and eligibility programs.

16. Supervises the Event Manager in scheduling event staff for athletic contests, ensuring effective staffing, smooth operations, and alignment with departmental goals.
17. Manages the athletic facilities for athletics, intramural activities, Glenbrook Aquatics, and all other facility rentals.
18. Member of the Building Leadership Team (BAT), Building Administrative Council (BAC), Safety Committee, and any other committee assigned by the Principal.
19. Attends conferences, workshops, and seminars focused on athletic responsibilities and best practices.
20. Performs special projects and assignments at the direction of the Principal.

District, School, and Department Culture

1. Models mutual respect; integrity; professionalism; multicultural awareness; gender, racial, and ethnic equity; and the values, beliefs, and attitudes that inspire others to perform to their highest potential.
2. Recognizes and respects divergent opinions and respects the authority of others.
3. Maintains high visibility and supports all building staff and students at programs and events.
4. Maintains open communication with all building and district staff members through various meetings to ensure information is disseminated in a timely manner.
5. Recognizes staff, as appropriate, for their actions and achievements.
6. Communicates and promotes high expectations for athletic activities and sportsmanship in a variety of contexts, media, and publications.
7. Promotes data-informed decision-making across athletic programs, including performance assessment, program evaluation, and resource allocation, and oversees the development of athlete support programs that enhance team performance, foster school pride, and support student-athletes.

Skills Required

To perform this job successfully, an individual must demonstrate satisfactory performance in each essential duty. The requirements listed below represent the skills and abilities required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to maintain composure in difficult situations to keep a respectful and friendly environment for students and staff.
2. Ability to establish and maintain effective working relationships with staff members and students.
3. Ability to communicate in English clearly and concisely, both orally and in written form.
4. Ability to maintain and grow current job skills as directed.
5. Ability to use electronic devices and commonly used software, including student management and grade book software, finance software, Microsoft Office, Google Apps for Education, and other cloud-based software. Must have the capacity to learn and become proficient with new computer software as needed with minimal guidance.

6. Ability to perform essential duties with an awareness of school district requirements and Board.
7. Proficient with PCs, tablets, and other mobile electronic devices.
8. Demonstrated aptitude for the work to be performed.
9. Demonstrated aptitude as a self-starter who works with minimal supervision.
10. Effective human relations and problem-solving skills.
11. Strong orientation toward providing customer service.
12. Strong work ethic and organizational skills.
13. Ability to maintain confidentiality.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, and listen.
2. The employee is frequently required to stand, walk, operate office and computer equipment, reach with hands and arms, and frequently repeat actions with the same hand, arm, or finger motion, such as when entering data at a computer.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus. In addition, the ability to withstand the long-term use of computer monitors is required.
4. The employee may occasionally lift and move up to 50 pounds, such as athletic equipment.

Work Environment

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually low; however, occasionally, the noise level will be moderate or high.
2. The pace of the work tasks is considered fast.
3. Work is at multiple job sites daily.
4. This position involves both indoor and outdoor work environments, including exposure to various weather conditions while supervising outdoor athletic events. Responsibilities require traveling to away contests, as well as working evenings and weekends to attend games, tournaments, and other athletic activities.
5. Works a non-traditional 239-day calendar, with responsibilities that may include evenings and weekends to attend games, tournaments, and athletic events. Flex days are utilized to ensure coverage aligns with event needs.

The information in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of duties performed in this

position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

Glenbrook High School District 225 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The District has a policy of active recruitment of qualified minority employees, licensed and non-licensed. Individuals requiring assistance completing an application for this opening should contact the Human Resources Office.

Revised - November 8, 2024