



Job Title: Athletic Director

Department: Athletics

Reports to – Title: High School Principal/Deputy Superintendent

Term of Employment: 260 Work Days

Type of Position: Full-time

Hours Per Day/Week: 8 per day, 40 per week, excluding lunch

Evaluation: Annually

Level/Grade/Exemption: Certified/TRS/Non-Exempt

QUALIFICATIONS:

- Illinois Professional Educator License (PEL) with General Administrative or Principal endorsement

JOB GOAL:

The District Athletic Director position aims to enhance the management and coordination of athletic activities and sports programs in SD 308 while promoting athletics and kinetic wellness as positive extracurricular activities. The goal is to ensure that all students have equal opportunities to participate and benefit from the school's athletic programs. Additionally, this role seeks to revolutionize athletic development by integrating innovative technologies and methodologies to enhance performance, prevent injuries, and provide personalized training regimens for student-athletes. Furthermore, the Director will prioritize fostering inclusivity and diversity within the athletic programs, collaborating with community organizations and alumni to expand resources and opportunities for student-athletes. The ultimate aim is to elevate the district's athletic programs to models of excellence, innovation, and inclusivity, inspiring students to reach their full potential both on and off the field.

ESSENTIAL FUNCTIONS:

- Supervises the high school's athletic programs in coordination with the Principal, Superintendent and others, including recommending policies and procedures relating to the athletic programs.
- Analyzes and evaluates existing athletic programs and equipment for the purpose of ensuring that they serve the best interest of the district and the students who participate, meet applicable laws and regulations, and ensure safety of participants.
- Collaborates with the Athletic Director assigned to the other high school, as well as Athletic Directors assigned to other schools within the district.
- Assists in the recruitment, selection, supervision and evaluation of all coaches.
- Serves as a consultant to administration, teaching staff, coaches and students on matters pertaining to the athletic programs.



- Analyzes student participation and develops procedures to ensure that the maximum number of students have the opportunity to participate in athletic activities and that the programs do not discriminate against female or minority students.
- Supervises the district's athletic facilities, oversees the scheduling and coordinating of practices and athletic events, and disseminates information as needed regarding the times and places athletic events.
- Supervises and coordinates the district budget and finances for all sports programs and sporting events, including inventory and control of uniforms, supplies and equipment.
- Serves as the school district representative and liaison to interscholastic league, the booster club, and other sports-related groups as needed.
- Assists in ensuring that all applicable laws and regulations relating to athletics are applied and followed, including Title IX and other federal laws and regulations, and state laws and regulations.
- Coordinates the transportation schedule and provides for safe and cost-effective transportation for off-site athletic or sporting events.
- Assists in establishing and administering a program for passes for members of the community for athletic and related events.
- Coordinates the selection and compensation of sports officials/referees for on-site events, and represents the district for the purpose of securing the highest possible quality of officiating.
- Establishes criteria for awards relating to participation and demonstrating excellence in school district athletic programs, including eligibility requirements.
- Creates materials to publicize athletic and sporting events, both in printed and electronic formats, for the purpose of disseminating information and fostering enhanced awareness among students, staff, and the community in recognizing and supporting the school's athletic programs and attending events.
- Maintains professional relationships with media sources for the purpose of providing information regarding schedules, postponements or cancellations, sporting event statistics, records, and other relevant information.
- Coordinates with others for the purpose of scheduling ancillary activities that occur prior to, during, and after sporting events, such as musical programs, press boxes, scorers tables, half-time programs, police coverage, ticket sales, availability of on-site medical care, concessions, custodial services, and other related activities.
- Coordinates the taking of physical examinations of participants in athletics.
- Handles all accidents and injuries in accordance with school policies, and applicable laws and regulations, including reporting and documentation requirements.
- Maintains records and documents as required and necessary to ensure proper documentation of athletic program activities, events, participation, and related information for the purpose of complying with school policies as well as applicable laws and regulations.
- Performs other related tasks as assigned by the Principal or Superintendent.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of athletics, athletic programs, and physical fitness.
- Knowledge of applicable federal and state laws and regulations regarding school district athletic programs, safety and health, and other areas under responsibility.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint).
- Ability to evaluate, develop and implement athletic programs, activities and events, and make effective recommendations related to those areas.
- Effective verbal and written communication skills.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

EXPERIENCES:

- Successful experience managing or directing the athletic programs in a school district preferred.
- Successful Supervisory experience preferred.