

Joliet Township High School

POSITION TITLE: Athletic Director- Assistant

REPORTS TO: Athletic Director

QUALIFICATIONS: Illinois Professional Educator License
General Administrative License

JOB GOAL: To organize and supervise all interscholastic activity and athletic events so that competitions will run in an efficient and safe environment.

PERFORMANCE RESPONSIBILITIES:

LEADERSHIP

- Support the district Strategic Plan, District Improvement Plan, and School Improvement Plans.
- Demonstrate organizational ability.
- Provide clear and consistent direction to staff on a continuing basis.
- Demonstrate integrity and ethical behavior.
- Demonstrate sound judgment.
- Maintain a culture of high expectations.

ACTIVITY AND ATHLETIC RESPONSIBILITIES

- Work with the Athletic Director of the building in supervising contests.
- Keep the Athletic Director informed of important accomplishments, needs, and concern in all areas of operation of interscholastic program.
- Assist and work cooperatively with Athletic Director in the development of schedules that will provide for maximum effective, efficient, and equitable use of equipment and facilities.
- Assist Athletic Department in the efficient and effective operation of athletic events including scheduling, transportation, officials, game workers and preparation of equipment and facilities.
- Assist the Athletic Director in monitoring fundraising and maintaining the fundraising website.
- Assist the Athletic Director in the implementation of the rules and procedures in the athletic code.
- Assist the Athletic Director in maintaining an inventory of athletic equipment and supplies.
- Represent the Athletic Department at monthly Athletic Booster meetings and assist at Athletic Booster events.
- Assist the Athletic Director in communicating newsworthy items and releases of information with the Director of Community Relations.
- Assist Athletic Department in annual review of coaching and athletic handbook.

PROFESSIONAL GROWTH

- Represent the athletic department at building, local, state, and national meetings (as may be required).

OTHER

- Assume other responsibilities as assigned.

Terms of Employment: Annual position

Evaluation: Performance to be evaluated by Athletic Director

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7/13/15