

## **ACTIVITY SPONSOR**

**TITLE:** Activity Sponsor (non-IHSA)

**REPORTS TO:** Assistant Principal for Athletics/Activities

**TERMS OF EMPLOYMENT:** Employment based on Board of Education approval

**SEASON REQUIREMENTS:** According to the IHSA standardized calendar (season start to state finals)

**FINANCIAL:** Stipend as established by the Agreement

### **QUALIFICATIONS:**

1. Preferred staff member in District .
2. Preferred previous experience in activity sponsorship.
3. Ability to organize, supervise and implement an activity program.
4. Knowledge of technical aspects of the activity and a commitment to professional development in the field.

**SUPERVISES:** Assistant sponsors in conjunction with the Assistant Principal for Athletics & Activities.

### **OVERALL RESPONSIBILITIES:**

1. Establishes and implements the fundamental program philosophy and annual program goals in conjunction with the Assistant Principal for Athletics & Activities.
2. Implements all activity procedures as developed and approved by the Board of Education.
3. Works to increase and sustain activity participation.
4. Evaluates assistant sponsor, in conjunction with the Assistant Principal for Athletics & Activities.
5. Understands the administrative chain of command and refers all program requests and grievances through the proper channels.
6. Works collegially with other program head coaches, activity sponsors and school personnel
7. Supervise all students before, during, and after the activity and meetings.
8. Works collaboratively with parents to communicate student responsibilities and level of participation.

### **ADMINISTRATIVE RESPONSIBILITIES:**

1. Advises the Assistant Principal for Athletics & Activities regarding building scheduling and transportation requirements.
2. Meets with activity participants at least monthly.
3. Keeps a meeting attendance log.
4. Provides documentation to Assistant Principal for Athletics & Activities to fulfill IHSA, SAC, and conference requirements.
5. Participates in all SAC and IHSA competitions when applicable.
6. Tracks student-athlete eligibility with the assistance of Assistant Principal for Athletics & Activities and intervenes when appropriate.
7. Arrange all transportation requirements with the Assistant Principal for Athletics & Activities.
8. Operates within program budget appropriations.
9. Properly marks and identifies all equipment before issuing and storing.
10. Provides the Assistant Principal for Athletics & Activities with all competition results and an annual program summary.

## **PHYSICAL REQUIREMENTS**

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.

While performing the duties of this job, the employee is regularly required to talk, hear, and use hand and fingers to operate a computer keyboard and telephone. Frequent sitting and occasional walking are also required.

Revised May 2014