

**RICH TOWNSHIP HIGH SCHOOL DISTRICT 227**

**ACTIVITY SPONSOR**



**TITLE:** Assistant Sponsor

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

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

**SEASON REQUIREMENTS:** Based on IHSA Calendar

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

**QUALIFICATIONS:**

1. Preferred staff member in District 227.
2. Preferred previous experience in IHSA competitions.
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.

**OVERALL RESPONSIBILITIES:**

1. Establishes and implements the fundamental program philosophy and annual program goals in conjunction with the Assistant Principal for Athletics & Activities and Head Sponsor.
2. Provide practice and supervision for teams and/or individuals for competition including all IHSA competitions.
3. Conforms to all IHSA and District regulations; interprets regulations for staff.
4. Complete all IHSA online requirements.
5. Trains and prepares team and individuals for SAC conference and non-conference competition.
6. Implements all activity policies as developed and approved by the Board of Education.
7. Works to increase and sustain active participation.
8. Understands the administrative chain of command.
9. Works collegially with other program head coaches, activity sponsors and school personnel.
10. Supervise all students before, during, and after the activity.
11. Works collaboratively with parents to communicate student responsibilities and level of participation.

**ADMINISTRATIVE RESPONSIBILITIES:**

1. Collaborate with the Assistant Principal for Athletics & Activities and Head Sponsor regarding competitions.
2. Meets with activity participants regularly throughout the school year.
3. Keeps a meeting attendance log.
4. Provides timeline to Assistant Principal for Athletics & Activities regarding competitions and practices.
5. Tracks student-participant eligibility with the assistance of Assistant Principal for Athletics & Activities and intervenes when appropriate.
6. Market and promote the events to students, parents, and staff.
7. Work collaboratively with the Assistant Principal for Athletics & Activities and Head Sponsor regarding season scheduling and transportation requirements.
8. Assists in necessary game and practice facility preparation and adheres to scheduled practice times.

9. Provides documentation to Assistant Principal for Athletics & Activities to fulfill IHSA and SAC requirements.
10. Report results to the Campus Webmaster and local media as needed.
11. Establishes team rules.
12. Operates within program budget appropriations.
13. Properly marks and identifies all equipment before issuing and storing.
14. Provide an annual program summary.
15. Responsible, in conjunction with the Assistant Principal or Athletics & Activities and Head Sponsor, for maintaining good and positive public relations with the news media, and other program stakeholders.

## **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.

December 2014