

RICH TOWSHIP HIGH SCHOOL DISTRICT 227

POSITION DESIRED

ACTIVITY SPONSOR

TITLE:

Activity Sponsor

REPORTS TO:

Assistant Principal for Athletics/Activities, who provides overall objectives and final evaluation in conjunction with building principal.

QUALIFICATIONS:

1. Preferred staff member in District 227.
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 policies as developed and approved by the Board of Education.
3. Conforms to all IHSA and SICA regulations; interprets regulations for assistant sponsor.
4. Works to increase and sustain activity participation.
5. Evaluates assistant sponsor, in conjunction with the Assistant principal for Athletics & Activities.
6. When applicable prepares activity participants for JSICA conference and non-conference competition.
7. Understands the administrative chain of command and refers all program requests and grievances through the proper channels.
8. Works collegially with other program head coaches, activity sponsors and school personnel

9. Works collaboratively with parents to communicate student responsibilities and level of participation.

ADMINISTRATIVE RESPONSIBILITIES:

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

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