

CRETE-MONEE SCHOOL DISTRICT 201-U
High School Athletic/Activity Director
Job Description

TITLE: High School Athletic/Activity Director

QUALIFICATIONS:

1. Illinois Type 75 Administrative Certificate
2. At least five (5) years coaching experience

REPORTS TO:

High School Principal

SUPERVISES:

Supervises staff and coaches at the direction of Principal

JOB GOAL:

To provide each student an opportunity to participate in an extra-curricular athletic or non-athletic activity or program that will foster physical skills, personal recreation and enrichment, a sense of worth and competence, knowledge and understanding of a sport or activity, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the overall program of extra-curricular activities and athletics
2. Provides input in the selection, assignment, and evaluation of coaches and sponsors
3. Fosters good school-community relations by keeping the community aware of and responsive to athletic and activity programs
4. Organizes and schedules all interscholastic athletic events
5. Coordinates contests, events, practices
6. Hires officials, security as required, and assures proper supervision for home games, activities
7. Arranges transportation for athletic contest participants
8. Arranges provision for meals and/or lodging for athletes and coaches
9. Prepares and administers the athletic and activity program budgets and fee collection
10. Coordinates the requisition of supplies, uniforms, and equipment for athletic programs
11. Supervises cleaning, storage, and care of all athletic equipment
12. Acts as representative for IHSA, Southland Conference, and Booster Club
13. Insures regular interpretation, enforcement, and review of athletic and activity handbooks
14. Oversees seasonal and yearly data, records of results of athletic contests, maintains record file for award winners and athletic scholarships, and weekly eligibility
15. Supervises ticket sales and assumes responsibility for proper handling of funds
16. Arranges all details of visiting teams' needs
17. Arranges schedule for practices for school and non-school facilities
18. Administers school athlete insurance program and insures that all athletes have physical exam prior to beginning of each season

19. Plans and supervises fall/winter/spring rules meetings for parents/athletes and distributes and collects Participation Contracts
20. Plans and supervises fall/winter/spring recognition programs for athletes/parents and Senior Athletic Banquet
21. Supervises and coordinates all self-funded sports and activities
22. Coordinates P.E./Health/ Driver's Ed Department and other departments at direction of principal
 - a. Holds monthly meetings with written agenda and summary (Copy to principal)
 - b. Initiates two informal teacher observations a week with written summary (Copy to principal)
 - c. Addresses parent concerns with teachers and students
 - d. Reviews weekly lesson plans and provides feedback
 - e. Reviews syllabi (Copies to principal)
 - f. Coordinates book inventories and book and material orders
 - g. Oversees grants related to department
 - h. Coordinates instructional support for first-year teachers in conjunction with administrative assistant
 - i. Approves teacher requests for personal days, conferences, and field trips
23. Meets weekly with the principal to review activities as specified
24. Supervision
 - a. Hallways between periods
 - b. Lunchroom
 - c. Before and after school
 - d. Designated inside/outside activities
 - e. Insures that assigned staff are in supervisory positions and checking I.D.s
25. Evaluations
 - a. Teachers as assigned
 - b. Secretaries and non-certified staff as assigned
26. Assignments and/or responsibilities as designated by building principal

TERMS OF EMPLOYMENT:

Twelve-month position. Salary to be established by Board

EVALUATION:

Performance of this job will be evaluated by the building principal in accordance with established procedures for administrative evaluation.