

Position: Athletic Director

Job Summary: The Athletic Director will oversee and lead the athletic programs at the junior high level, promoting sportsmanship, integrity, and teamwork among students. This role is crucial in developing a competitive and supportive sports environment that aligns with the District's educational mission. The candidate will manage all sports activities, ensure compliance with all state and local regulations concerning junior high athletics, and foster positive relationships among students, coaches, and parents.

Qualifications/Minimum Requirements:

1. At least 3 years of experience in athletic administration or coaching, preferably in an educational setting.
2. Strong understanding of the developmental needs and challenges of junior high school-aged students.
3. Excellent organizational, leadership, and communication skills.
4. Ability to work effectively with students, staff, and the community.
5. Proficient in using sports management software and basic office software like Microsoft Office and Google.
6. First Aid and CPR certification preferred.

Reports to: Building Principal/Assistant Principal

Responsibilities:

Scheduling

- Schedule all district games and events.
- Create a digital calendar schedule of all junior high games and events.
- Coordinate with junior high coaches and secretaries to schedule facility use.
- Schedule transportation requests with the district office and bus company for junior high athletic events.

Personnel/Hiring

- Schedule officials for all district games/events.
- Schedule/hire support workers for games/events at (i.e., scorekeeper/crowd control).
- Coordinate with the district office and ensure payment of officials/workers.
- Assist the building principal or assistant principal with the hiring of coaches.
- Junior high coaches report directly to the AD.

Communication & Conflict Resolution

- Mediate the resolution of concerns or conflicts associated with the district athletic program.
- Answer questions/inquiries from parents and the public regarding the district athletic programs.

- Lead coaches' meetings before each season to establish procedures/rules.
- Assist coaches with conducting athletic parent meetings to share school and athletic handbook rules before each season.
- Attend necessary conference meetings and communicate with schools as needed.
- Communicate with administration as needed regarding student/staff/community issues.

Finance

- Coordinate with all district coaches on submitting athletic supply requests and uniforms for approval by building principals.

Maintenance

- Coordinate with the maintenance staff for field prep and athletic facility concerns.

Supervision

- In the event of an emergency involving a lack of supervision coverage, the building administrator may request assistance from the Athletic Director (AD) to cover supervision for a specific event. This arrangement should be mutually agreed upon by both parties prior to the activity.

Recordkeeping

- Maintain concussion training records for all district coaches.
- Ensure district adherence to SIJHSAA, IESA, and/or MEAC conferences and maintain records of meetings and/or events related to these conferences.
- Evaluate all district athletic programs and provide documented updates, input, and suggestions to the building principal and assistant principal.
- Coordinate with the school nurse to ensure athletes' paperwork is current.
- Other duties as assigned.

Benefits:

- The O'Fallon Classroom Federation of Teachers Collective Bargaining Agreement outlines the salary and benefits package.
- Professional development opportunities.
- Supportive and collaborative work environment.
- Access to school facilities and resources.
- Opportunity to make a positive impact on the lives of students.