

TITLE: HIGH SCHOOL ATHLETIC AND ACTIVITIES DIRECTOR

QUALIFICATIONS: Valid Illinois Professional Teaching License, Administrative Certification Type 75 and knowledge of or experience in the organization and administration of athletic programs, facilities and fields.

REPORTS TO: Superintendent, High School Principal

JOB GOAL: Meet the needs of students and staff of Coal City High School by providing every student the opportunity to participate in co-curricular activities that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of the sport/activity and the principles of fair play and sportsmanship.

DISTRICT ATHLETIC/ACTIVITIES DIRECTOR PERFORMANCE RESPONSIBILITIES:

To perform all duties in a professional, accurate and timely manner.

1. Responsible for the overall organization and administration of the District athletic/extracurricular programs.
2. Provides leadership, supervision and evaluation for all coaches and sponsors of all extracurricular programs.
3. Establish and recommend improvements for athletic facilities, equipment and fields at District campuses.
4. Schedule the use of facilities according to the Building Usage Procedure and contract all high school athletic contests.
5. Organize, coordinate and oversee (with appropriate assistance) all athletic/extracurricular activities at the high school level.
6. Assign officials, scorekeepers, timekeepers and other game workers to home athletic contests.
7. Assist in the general supervision of crowds at home contests.
8. Enforce rules and regulations of the IHSA as well as the District guidelines for all athletic and extracurricular programs at the high school level.
9. Arrange for proper transportation for all high school teams and activities, assuring their safe arrival in time for proper warm-up before contests.
10. Serve as host if necessary to all IHSA meetings and/or contests.
11. Act as Liaison between the Athletic Booster organizations and the District.
12. Supervise the distribution of athletic/activity awards keeping them in compliance with athletic/extracurricular code.

13. Make recommendations related to the discipline of participants and adults that violate the Extra-curricular Guidelines.
14. Ensures all District extra-curricular programs promote and maintain a positive environment free of hazing, harassment, bullying and intimidating language and behaviors.
15. Assume other appropriate duties as assigned.

TERMS OF EMPLOYMENT:

220 – 240 day contract with terms and conditions to be determined annually by the Board of Education upon recommendation of the Superintendent. Other benefits and work conditions are as per established Board of Education policies.

EVALUATION:

Performance of this job will be evaluated annually by the Superintendent with consultation from the Principal of the High School.

Approved: 12/06/23