MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title:	**Assistant Principal/Athletic Director**	Reports To:	**Junior High School Principal**
Pay Schedule/Range:	**$80,000-$90,000**	FLSA Status:	**Exempt**
Prepared/Revised Date:	**March 2026**	Work Year:	**225 Days**

SUMMARY: To strive constantly to achieve and maintain the best possible educational program and environment for student learning under the leadership of the Junior High School Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions/ Curriculum and Instruction
Assists the Junior High School Principal in:
1. Maintaining high standards of student conduct and enforcing discipline as necessary, according to the due process rights of students.
2. Maintaining accurate records on the progress and attendance of students.
3. Attending special events to recognize student achievement, attendance, school sponsored activities, functions and athletic events.
4. Maintaining active relationships with students, parents and the school community.
5. The selection, assignment, and evaluation of extracurricular sponsors and staff members.
6. The formulation of the philosophy and objectives of the extracurricular activity program.

Job Tasks Descriptions/Extracurricular Activities
Assumes Leadership in:
1. Organizing and administering the overall program of extracurricular activities, both interscholastic and intramural, for the district
2. Fostering good school-community relations by keeping the community aware of and responsive to the extracurricular program.
3. The organization and scheduling of all extracurricular events and practices.
4. Hiring officials and proper supervision of all home events.
5. Arranging transportation for all extracurricular activities
6. Placing into operation appropriate rules and regulations governing the conduct of students in all extracurricular activities.
7. Administering the extracurricular program budget.
8. Requisitioning program supplies and equipment.
9. Establishing and maintaining a multi-year vision for equipment and facility maintenance and improvement.
10. Supervising ticket sales and proper handling of said funds.
11. Making arrangements for non-school use of playing fields and facilities.
12. Providing an opportunity for the physical examination of all athletes prior to the beginning of the school year.
13. Fostering school spirit for all extracurricular activities.
14. Arranging all details of competing schools' needs, including lodging, meals, towels, gymnasium services, and field assistance, as appropriate.
15. Administering the insurance program covering school athletes, and assuming responsibility for all processing of reports and claims.
Job Tasks Descriptions/ Curriculum and Instruction (Cont.)
16. Keeping records of all junior high school contests and maintaining a record of all award winners, stating the date and type of award.
17. Planning and supervising an annual recognition program for extracurricular participants.
18. Institute and execute an evaluation system of the various extracurricular activities.
19. Providing supervision at all extracurricular activities.
20. Establishing guidelines for recognition of students participating in extracurricular activities.
21. Evaluate and inspect equipment working conditions.
22. Administer athletic program safety.
23. Inspect athletic fields and identify any unsafe conditions.
24. Train coaches on potential hazards and liabilities with coaching assignments.
25. Develop and monitor transportation procedures for safe travel to athletic events.
26. Performs other tasks as may be assigned by the Junior High School Principal.

EDUCATION AND RELATED WORK EXPERIENCE:

- 75 General Administrative Licensure

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Effective typing skills
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise

- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Junior High Principal

	POSITION TITLE	# of EMPLOYEES
Direct reports:		
	Athletic Director Secretary	1

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.