



TITLE: ATHLETIC DIRECTOR

QUALIFICATIONS:

- Illinois Type 75 Certificate
- Successful coaching or administrative experience
- Such alternatives to the above qualifications as the Board may appropriate and acceptable

REPORTS TO:

- Principal

SUPERVISES:

- All co-curricular activities, coaches, sponsors and other staff members designated by the Board, Principal, or Superintendent.

JOB DESCRIPTION:

- To provide and encourage each enrolled student of secondary school age an opportunity to participate in co-curriculum activities that will foster sense of worth and competence, a knowledge and understanding of the pleasures of competition, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES

- Organizes and administers the overall program of extracurricular athletics, intramurals, and all other co-curricular programs.
- Provides leadership in the selection, assignment, and evaluation of all co-curricular coaches, supervisors and staff members.
- Foster community relationships.
- Assume the responsibility for the organization and scheduling of all co-curricular activities.
- Hires officials, trainers, and police as required and assumes general responsibilities for the proper supervision of home games.
- Arrange transportation for athletic contest participants.
- Arrange provisions for athletic contest participants when necessary.
- Develop and place into operation appropriate rules and regulations governing the conduct of student activities.
- Establishes the physical and academic requirements of eligibility for participation in each activity and verifies each student eligibility.

- Prepares and administers the athletic program budget in conjunction with the building Principal.
- Requisitions program supplies and equipment.
- Supervises all ticket sales for athletic events. Organizes ticket takers and assumes the responsibility for the proper handling of funds.
- Assumes responsibility for the development and implementation of all new organizations, this would include interscholastic, club, academic, and special interest groups. All such request should have approval by the Principal.
- Supervises all fun raising events for all co-curricular activities.
- Arranges all details or visiting teams' needs, including lodging, meals, towels, gymnasium services, and field assistance as appropriate.
- Makes arrangements for non-school use of playing fields and facilities.
- Arranges field and practice schedules.
- Provides for the physical examination of all athletes prior to the beginning of each season.
- Administers the insurance program covering school athletes, and assumes responsibility for assisting the processing of reports and claims.
- Keeps records of the results of all co-curricular activities, and maintains a record file of all award winners, stating date and type of award, including athletic scholarships.
- Responsible for RBCHS Hall of Fame
- Plans and supervises an annual recognition program for school athletes.
- Maintain master calendar of activities and facilities use by all in school and out of school groups to avoid conflicts in scheduling.
- Management of athletic website and social media.
- Perform other duties as assigned by the building Principal or district superintendent.