

CASEY-WESTFIELD COMMUNITY UNIT SCHOOL DISTRICT C-4

JOB DESCRIPTION

TITLE: DISTRICT ATHLETIC DIRECTOR

QUALIFICATIONS:

1. Previous experience with athletic programs and/or recreational programs.
2. Effective interpersonal and leadership skills.
3. Experience facilitating communication between divergent groups and in group decision making.
4. Effective administrative and management skills, including the effective utilization of computers, technology, and information management tools.
5. Ability to maintain good working relationships with fellow employees, parents, and students.
6. Enforce school regulations and policies in a professional manner.

REPORTS TO: Building Principals & Superintendent

DUTIES AND RESPONSIBILITIES:

Facilitate quality extra-curricular programs and use of facilities through the district.

1. Schedules athletic contests for all sports.
2. Maintains an electronic master schedule of all facility use.
3. Prepares a master transportation and event schedule for the unit office prior to the start of each season.
4. Obtains bench and floor or field officials for all school athletic contests.
5. Schedules ticket takers for all home school athletic events.
6. Prepares programs for high school athletic events as necessary.
7. Communicates with other groups to ensure scheduling of concessions.
8. Coordinates with administration and custodial staff to see that all facilities are prepared for contests and activities.
9. Prepares for school tournaments and conference meets.
10. Assists principals in selecting, mentoring, evaluation and assignment of all coaches.
11. Maintains a complete inventory of equipment, supplies, and uniforms for each school sport.
12. Assists in preparation of bid sheets for equipment, supplies, and uniforms for each school sport.
13. Assists in supervision of high school home and away athletic events as assigned by the principal.
14. Works with the Casey-Westfield Athletic Booster Club as needed.
15. Works with LIC, LEIC, IHSA, IESA, staff members, community members, and administration to facilitate a quality and successful athletic program for Casey-Westfield.
16. Performs other duties as requested and assigned by the principal.

TERMS OF EMPLOYMENT: 12 months, work hours vary based on season and scheduling.

EVALUATION: Annual by Principals and Superintendent

Revised August 16, 2018