**Job Title**: Director of Athletics

**Summary**: It is the responsibility of the Athletic Director to administer a well-organized and balanced program of extracurricular athletics. While the Athletic Director supervises the coaching staff, s/he does not coach a sport.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Posts vacancies for interscholastic coaching positions. Interviews candidates. Selects certified, qualified candidates and recommends appointments for interscholastic athletic coaching positions.
* Supervises the organization and operation of interscholastic athletic events, and the scheduling of these activities.
* Implements a program of sound safety procedures and training techniques; monitors program activities in order to ensure that the activities are appropriate for high school athletics.
* Works to continually improve all CHS athletic programs through collaboration with coaches and other entities. Works to enhance student participation in athletic programs.
* Promotes the recognition of student athletes.
* Works to educate students, parents, and coaches about post-secondary athletic benefits. Facilitates college recruitment of student athletes.
* Sets and maintains a high level of professional conduct among all involved in the District’s athletic programs.
* Ensures that all programs, participants, and coaches comply with Illinois High School Association regulations and maintains documentation on file of the same.
* Orients coaches new to the staff, provides professional assistance, support, and counsels, as needed, in order for them to meet coaching responsibilities effectively. Holds at least one meeting per year for all coaches to review relevant rules, regulations, Board Policies, and procedures.
* Evaluates coaches and other personnel under the direction of the Principal.
* Develops an annual budget proposal and administers the funds allocated to the department.
* Supervises the storage, maintenance, and repair of all athletic equipment.
* Confirms officials’ coverage of assigned events.
* Authorizes payment of athletic officials and game workers.
* Arranges transportation to away contests for all athletic teams.
* Initiates public information releases from the department.
* Serves as a member of the DuPage Valley Conference Athletic Directors Council.
* Initiates contact with and promotes the development of all feeder programs.
* Creates opportunities to recognize post-secondary athletic achievements of alumni.

**Supervisory Responsibilities**: Athletic Coaches

**Education, Certification, and Experience**:

* ISBE Type 75 General Administrative Certificate
* ISBE Secondary Teaching Certificate
* Master’s Degree from an accredited college or university
* Previous administrative experience preferred
* Training and/or experience athletic coaching at the secondary level

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Demonstrated leadership ability
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to make independent decisions in accordance with established policies and procedures
* Ability to deal with difficult situations courteously and tactfully

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | S | Kneel | O | Lift/Carry > 50 lbs. | S | Push/Pull > 50 lbs. | S | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | O | Push/Pull under 10 lbs. | O | See | F | Twist | O |
| Crawl | S | Lift/Carry 10-25 lbs. | S | Push/Pull 10-25 lbs. | S | Squat | O | Walk | F |
| Hear | F | Lift/Carry 25-50 lbs. | S | Push/Pull 25-50 lbs. | S | Stoop/Bend | F |  |  |

**Calendar/Work Schedule and Compensation**:

Annual Calendar: 12-month calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

\_\_\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

\_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

\_X\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Principal

**Classification**: \_X\_ Administrative

\_\_\_ Supervisory

\_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

\_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

\_\_\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_\_\_ Non-Exempt from overtime under the Fair Labor Standards Act

\_X\_ Exempt from overtime under the Fair Labor Standards Act