



# MINOOKA

## COMMUNITY HIGH SCHOOL

*Mission: Strengthen **M**astery, **C**ollaboration, **H**igh Expectations, and **S**uccess for All Students.*

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### *Assistant Athletic Director*

#### **Job Summary**

Primary responsibility is to assist the Athletic Director in the overall management of the Minooka High School athletic program. The assistant athletic director's job is to see that the high standards of professionalism, communication, and organization are maintained within the department.

#### **Job Responsibilities**

- Collaborates with the Athletic Director to implement the athletic programs and programs of the school
- Coordinates athletic events
- Assists the athletic director in scheduling of contests, practices, and overall facility usage for each season
- Inspect facilities and equipment for cleanliness, safety, and upkeep
- Works with the Transportation department to help organize travel to and from contests
- Provide supervision for home/away competitions
- Attends various state tournaments
- Verify that all athletes are academically eligible to compete in relation to the IHSA bylaws
- Respond to coach/parent concerns in a timely manner
- Collaborate with coaches from all programs to develop schedules for all levels of sports for practices and competitions
- Coordinate the hiring and payment of contest officials
- Aides in event management of all conference, local, and state tournaments hosted by MCHS
- Coordinates awards for each season with the athletic director, keep accurate records of student achievements and participation
- Assists the Athletic Director with making sure all new coaches have the proper paperwork and training
- Collaborates with Athletic Director in terms of summer camp utilization and registration
- Other duties as assigned by the Athletic Director/Principal/Superintendent

#### **Job Skills & Requirements**

- A Bachelor's degree in teaching, Master's degree in Educational Leadership, and a Type 75 Certification (Administrator position)
- Experience in coaching, preferably head coaching at the varsity level.
- Strong leadership and management skills
- Excellent communication skills
- Belong to professional organizations related to the Athletic Department
- 210-day employee
- Pay range: \$90,000-\$110,000



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