



JOB DESCRIPTION

TITLE: ASSISTANT DIRECTOR OF ATHLETICS

QUALIFICATIONS:

- ☐ Master's Degree in Sport Management or related field of study.
- ☐ A minimum of five or more years of experience working directly with student-athletes and parents/guardians at the high school level and/or college level.

Preferred qualifications:

- Three or more years of varsity head coaching experience at the high school or collegiate level.
- Prior experience working in high school and/or collegiate athletics administration or recreation.
- Illinois Teacher Evaluator designation.
- Certified Athletic Administrator.

JOB SUMMARY:

The Assistant Athletics Director is a member of the leadership team who assists the Athletics Director with supervising and evaluating Mundelein High School interscholastic and intramural athletics programs. The Assistant Athletics Director plans, organizes, controls and directs operations and activities related to high school student athletics and related programs, sports teams, coaching functions, practices and competitive sports events; coordinates and direct communications to students, parents, and District staff, schedules promotional functions to meet student athletics needs and assures smooth and efficient athletics activities.

REPORTS TO: Director of Athletics

SUPERVISES: This position does not supervise other staff members.

PERFORMANCE RESPONSIBILITIES:

- ☐ Assists the Athletics Director in establishing and facilitating the Athletics Department short-term and long-term vision and goals.
- ☐ Coordinates and oversees the promotion, enrollment, growth, and programmatic processes of the intramural program.
- ☐ Assists with recruiting, interviewing, and recommending candidates for coaching positions, as well as selecting workers for athletics contests and events.
- ☐ Collaborates with the Athletics Director, Assistant Principal, Deans of Students, and other school personnel in the administration of the MHS Athletics Code of Conduct.

- Assists with the supervision of home and away athletics contests, organizes, prepares and arranges for MHS, North Suburban Conference, Lake County, and IHSA tournaments.
- Plans the agenda for, notifies, and facilitates coaches' meetings.
- Assist in the scheduling of contests, officials, and transportation for athletics events. When necessary, notifies opponents, contest venue, transportation, and officials of cancellation due to inclement weather or other circumstances.
- Manages the student-athlete eligibility process and communicates results with coaches, student-athletes, and parents. Ensures students who struggle academically are utilizing academic support resources.
- Assists the Athletics Director with planning professional development and growth experiences for coaches and Athletics Department staff that aligns with the core values, beliefs, and expectations of MHS.
- Assists in the planning, curriculum development, and goals of SALT.
- Assists in the planning, organization, and participation in the NSC Student-Athlete Leadership Conference.
- Assists with the preparation of the Athletics Department budget.
- Assists with the coordination of banquets, awards, and student-athlete/team in-season and end of season recognition.
- Assists with the tracking, purchasing, and inventory of athletic equipment.
- Assists in the decision-making of facilities using pending weather, current field condition, etc.
- Participates in the formulation of school district policy and procedures.
- Oversees and coordinates all IHSA transfer athlete paperwork and other related rulings in compliance with current IHSA bylaws.
- Works in collaboration with staff from the Facilities, Maintenance, and Construction Department, the Information Technology Department, the Security & Events Office, and the building leadership to ensure the scheduling and setup of school sponsored athletics events.
- Promotes Mundelein High School athletics programs by updating department social media and the department website with contest scores, special events, and departmental announcements when needed.
- Performs other duties as assigned by the supervisor.

TECHNICAL SKILLS:

The individual must be proficient in computer usage, word-processing, spreadsheets, PowerSchool, rSchool, presentation and other school-based software.

PHYSICAL REQUIREMENTS:

The individual must be able to stand or sit for long periods of time, be mobile to move from one place to another, stoop, bend and be able to lift up to 40 pounds.

TRAVEL REQUIREMENTS:

The individual will need to provide own transportation to district business, athletics events, and professional meetings as required.

TERMS OF EMPLOYMENT:

11-month employment cycle consistent with the programmatic needs of the department and school calendar.

SALARY:

Regionally competitive comprehensive salary, benefits package, and IMRF pension.

Approximate salary range is \$80,000-\$90,000.

The final salary for the successful candidate will be negotiated and determined based upon proven professional experience, skills, and qualifications.