



North Chicago Community Unit School District #187 Position Description

POSITION TITLE: Director of Athletics and Activities

LOCATION: All locations

REPORTS TO: Building Principal

PRIMARY FUNCTION: The Athletic Director is responsible for the overall administration and management of the school's athletic and extracurricular activity programs. This position ensures that all athletics and activities align with the school's educational mission, promote student-athlete development, and comply with Illinois High School Association (IHSA) regulations and district policies. The Athletic Director provides leadership, organization, and supervision to coaches, student-athletes, and support staff, fostering a positive and inclusive athletic environment.

QUALIFICATIONS:

1. Licensure:

- a. Required – Illinois Professional Educator License with General Administrative or Principal endorsement
- b. Required - Illinois Approved Teacher and Principal Evaluator, or eligible

2. Education:

- a. Required – Master's Degree in Educational Leadership, Curriculum, and Instruction, or related field

3. Experience:

- a. Required – Two (2) years of successful teaching and/or coaching experience working with a diverse population.
- b. Preferred – Four (4) years of prior successful teaching and/or coaching experience working with a diverse student population in an urban school setting

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

Program Management:

- Oversee and administer the district's extracurricular athletics and activity programs, ensuring compliance with IHSA regulations.
- Develop and manage athletic program budgets, requisitions, and inventory.
- Schedule and organize all interscholastic athletic events for the high school and other buildings within the district.
- Arrange transportation, officials, health personnel, and police presence for home athletic events.
- Assumes general responsibility for the proper supervision of all home games.

- See that proper preparations are made for all sports events for both boys and girls, including physical facilities, officials, visiting team arrangements, press arrangements, and half-time shows.
- Implement a plan to increase student engagement and retention in athletics and activities.
- Increase programming quantity and quality in grades 4-8 and align elementary programs to high school programs.

Leadership and Supervision:

- Implement and monitor a detailed strategic plan with clear goals and benchmarks.
- Lead the selection, assignment, and evaluation of athletic coaches in collaboration with the Principal.
- Identify and take advantage of opportunities to expand offerings to meet students' interests.
- Establish and verify student athlete eligibility according to IHSA and district policies.
- Supervise the maintenance and storage of athletic equipment.
- Supervise all fundraising events related to athletics.
- Develop and implement athletic program policies and procedures.

Community Engagement:

- Foster positive school-community relations through effective communication and outreach.
- Provide athletic schedules to the community.
- Collaborate with the Booster Club and student representatives for media coverage.
- Promote sportsmanship and ethical conduct among staff and students.

Student Support:

- Ensure provision of pre-season physical examinations for all athletes.
- Administer the student athlete insurance program.
- Maintain comprehensive student athlete records, including medical exams and parent permissions.
- Establish the physical and academic requirements of eligibility for participation in each sport and verifies each athlete's eligibility, consistent with the Illinois High School Association, Conference Rules, Regulation, and rules and regulations promulgated by the Board of Education.
- Plan and supervise athlete recognition programs.

Professional Development:

- Serve as a resource for coaches and provide in-service training.
- Attend state and conference meetings as required.

Other duties as assigned.

OTHER PERFORMANCE RESPONSIBILITIES:

KNOWLEDGE, SKILLS, AND ABILITIES:

Technical:

- Proficient computer skills including Google Apps
- Work effectively with data and research to develop and assess district strategies that increase student learning and participation

Interpersonal:

- Handle confidential information professionally.
- Ability to use discretion and exercise sound judgment.
- Effective oral and written communication skills and strong interpersonal skills.
- Good organizational and time management skills.
- Evidence of dependability, integrity, and a strong work ethic
- Ability to take the initiative, work independently, meet deadlines, follow complex directions, and adapt to changing demands, activities, and workloads

DISTRICT CORE COMPETENCIES:

1. Achievement focus
2. Cultural competence
3. Classroom environment leadership
4. Collaborative communicator/team player
5. Reflective learner
6. Innovative

PHYSICAL DEMANDS:

Manual Dexterity: Work requires the ability to execute controlled movements using hand-eye coordination under specific conditions.

Physical Effort: Work required handling average-weight materials or equipment, but not for sustained periods.

Working Conditions: The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

TERMS OF EMPLOYMENT: 260 days, exempt position

SALARY RANGE: Salary Band VII (\$110,000 - \$175,000) with board paid family health and dental insurance, board paid TRS, life insurance, 20 vacation days, 13 sick leave days and 2 personal days.

EVALUATION: Annual

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. Scheduling flexibility is required to accommodate changing school/district needs. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The North Chicago Community Unit School District #187 is an Equal Opportunity Employer with established policies prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, the order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history unless a satisfactory credit history is an established bona fide occupational requirement of a particular position or other legally protected categories. The Superintendent of Schools/designee (847-689-8150) addresses questions regarding student discrimination, and the Director of Human Resources (847-689-8150) answers questions concerning staff discrimination.

CREATED: 01/18/2019
REVISED: 04/01/2025