

ATTACHMENT NO. XI-C

ATTACHMENT NO. XI-C: Athletic Director Position

Potential motion: Approve the Athletic Director Position

Recommended action: Approve the motion

We are asking the Board to approve a full time Athletic Director. This position will oversee and supervise all of our athletic and extra-curricular sports and activities in grades 5-12. A large expectation will be for the AD to grow all programs by attracting and retaining good coaches and advisors, providing solid expectations and support, and increasing the participation levels at all levels and activities. While the primary roles for this position are for extra curricular activities, we will also ask this person to assist with supervision, discipline and evaluations for the district. The AD will be working out of the high school.

# North Boone

## Community Unit School District 200

### JOB DESCRIPTION - ADMINISTRATIVE

**Position/Title:** Athletic Director

**Reports to:** High School and Middle School Principal

#### **Qualifications**

1. Master's degree in administration (Type 75 preferred)
2. Successful teaching and coaching experience
3. Illinois general administrative certificate
4. Strong leadership, organizational and interpersonal skills
5. Knowledge of IHSA and IESA codes and protocols
6. Demonstrated ability to manage personnel and budget

**General Responsibilities:** Manage, monitor, and grow athletic and extra curricular programs at North Boone CUSD 200

#### **Duties:**

1. Develop, grow and oversee all extra curricular programs in grades 5 -12
2. Schedule athletic events and make arrangements with officials
3. Arrange transportation for sporting events
4. Arrange and schedule event requests NB CUSD facilities along with the principal, secretary, head custodian and appropriate district office personnel
5. Oversee preparation and help supervise events
6. Monitors the safety and well being of students and staff
7. Assists in the supervision and evaluation of students, staff and coaches
8. Monitor gate receipts and assure accurate deposits/records
9. Coordinate student eligibility
10. Maintain administrative oversight of athletic equipment, uniform and facilities
11. Monitor equipment distribution and retrieval by coaches and leaders
12. Maintain athletic awards and athletic records
13. Make arrangements for seasonal awards programs and student recognition events
14. Serve as a consistent liaison with the NB Booster Club and North Boone Youth Sports

Administrative Job Description

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15. Manage, monitor and make recommendations for all athletic budgets
16. Monitor, supervise, and evaluate athletic coaches and programs
17. Monitor and supervise athletic trainers
18. Provide consistent expectations and supports for coaches and leaders
19. Actively advocate for NBHS / NBMS at Conference functions
20. Other duties as assigned

Terms of employment:        11 Month Contract