

ATTACHMENT NO. X-B: Approval of Athletic Director

Suggested Motion: Approve the hiring of a full-time Athletic Director 7-12

Recommended action: Approve as presented.

It is recommended that the Board approve the hiring of a full-time Athletic Director for grades 7-12. This individual will oversee all the athletics and extra-curricular activities at the high and middle schools. Currently, we have two stipend positions (1 covering each building), but this position will allow one person to oversee athletics and activities at both schools. The expectations are to enhance and expand all of our programs, including those for coaches and advisors, promote the personal development of students through skills, teamwork, and discipline, strengthen school spirit and community engagement, ensure compliance, and oversee budget and resource allocations. A specific job description has been attached. Once approved, the position will be posted for interested applicants. The plan is to bring the recommended hire to the board before the May 2025 meeting. The salary range is \$85,000 - \$95,000

NORTH BOONE SCHOOL DISTRICT
JOB DESCRIPTION
ATHLETIC DIRECTOR *Grades 7-12*

REPORTS TO: Building Principal

FLSA STATUS: Exempt

TERM OF EMPLOYMENT: As designated through the individual Director contract

SALARY: Contracted Employee

JOB GOAL: Provide Athletic Leadership as well as develop and sustain extracurricular programming that encourages participation and growth for all students.

QUALIFICATIONS:

- Valid administrative certificate with the appropriate endorsement or equivalent.
- Successful experience as an Athletic Director and/or head coach at the high school level.
- Evidence of physical fitness and freedom from communicable disease.
- Successful completion of a criminal background check.
- Strong leadership skills, with the ability to work effectively with groups and individuals.
- Ability to make sound decisions and withstand pressure.
- Appropriate certification as a teacher evaluator.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective oral and written communication skills.
- Ability to comprehend and follow written and verbal instructions.
- Skilled in using office computer equipment, related software applications, and standard office machines.
- Ability to gather data, prepare reports, and use it to improve performance.
- Knowledge of resources to best support personal and student growth.
- Ability to maintain confidentiality and follow legal, state, and district regulations.
- Highly organized and skilled at time management.
- Committed to the success and growth of extracurricular teams and activities.

RESPONSIBILITIES AND ESSENTIAL DUTIES:

General Responsibilities:

- Uphold and support the District's Vision, Mission, Beliefs, and Goals.
- Adhere to all applicable laws, district policies, and procedures.
- Maintain confidentiality and comply with district regulations.
- Meet deadlines for required reports and documentation.
- Serve as a contributing member of district committees and the administrative team.
- Maintain positive working relationships with staff, students, parents, and the community.
- Lead and support the development of student and staff programs to improve performance.

Athletic and Activities Management:

- Develop, implement, and monitor the athletic program, including scheduling contests, practices, and events.
- Manage transportation for away events.
- Maintain eligibility lists and ensure compliance with IHSA and district policies.
- Supervise, grow, and lead coaching staff, provide feedback, and ensure adherence to program rules and expectations.
- Foster a culture of student self-discipline, good citizenship, and cooperative participation in athletics.
- Monitor athletic budget, procure necessary equipment, and ensure proper maintenance of facilities.
- Plan and oversee athletic events, ensuring proper staffing (officials, scorekeepers, security, etc.).
- Ensure continuity between High School and Middle School athletic and extracurricular programs.

- Represent the district at meetings with civic groups and booster clubs.
- Coordinate the schedule for the athletic trainer.
- Report maintenance issues when necessary.
- Hold parent/athlete meetings prior to every athletic season starting to address topics that include, but are not limited to: sportsmanship, parent behavior at contests, when and how a parent should request a meeting with a coach, the athletic director, administration, playing time, etc.

Personnel and Staff Development:

- Assist in the selection and assignment of coaching staff.
- Ensure coaches have the necessary certifications and paperwork.
- Lead the creation and implementation of a coaches' appraisal/evaluation program.
- Foster a collaborative, supportive relationship with staff and other departments.

Community and Student Relations:

- Foster relationships with students, parents, community groups, and businesses to support the athletic and activities programs.
- Respond to communication from students, parents, and staff within 24 hours.
- Promote the athletic program and engage in fundraising efforts.
- Ensure all athletic activities comply with Title IX regulations.

Budget and Financial Management:

- Develop and submit an annual athletic program budget.
- Administer athletic department budget and ensure proper inventory of equipment and supplies.
- Submit requisitions for athletic equipment and supplies as needed.

Other Duties:

- Perform other duties as assigned by the Building Principal or designee, including overseeing special events and activities like pep rallies, awards assemblies, and end-of-season reports.
- Attend all athletic events, home and away, or assign appropriate representation.

Physical Demands and Work Environment:

- The employee is required to sit, stand, walk, reach, bend, and occasionally lift up to 25 pounds.
- Work involves frequent use of hands for typing and handling equipment.
- The position may require working on nights and weekends.
- The work environment involves exposure to moderate noise levels and typical office conditions.

EVALUATION: By the Building Principals