

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Athletic Director/Assistant Principal – High School

Qualifications:

1. Illinois Administrative Licensure
2. Completion of State-approved prequalification modules to serve as a Teacher Evaluator prior to start date
3. Prior teaching and/or administrative experience at the level to be assigned
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Principal

Supervises: Staff members as assigned

Objective: To coordinate athletic and other activities that enhance the District's educational objectives and use leadership, supervisory and administrative skills to promote the educational development of students and staff.

Performance Responsibilities:

- I. ATHLETIC & EXTRACURRICULAR PROGRAM PLANNING AND SUPERVISION
 - A. Provides comprehensive oversight for the school's athletic, extracurricular, and co-curricular program offerings
 - B. Ensures that programming is administered in a manner consistent with policies and regulations adopted by the Board of Education, the Illinois High School Association (IHSA), and other applicable bodies
 - C. Meets regularly with coaches and other staff to communicate expectations and ensure consistency in programming
 - D. Supervises and oversees maintenance of all athletic and extracurricular facilities
 - E. Develops a balanced schedule of games/meets for each program, schedules facilities, and contracts officials and other personnel for each contest
 - F. Organizes and manages invitational and IHSA-sponsored athletic tournaments and meets
 - G. Monitors student eligibility for participation in athletics/activities
 - H. Supervises awards and recognitions for athletes and extracurricular activity participants
 - I. Maintains an accurate inventory of athletic and extracurricular uniforms, equipment, and supplies
 - J. Prepares and administers a budget for athletic and extracurricular programs and makes recommendations to the Principal
 - K. Maintains accurate financial reports for all programs
 - L. Serves as the designated liaison to all booster clubs and ensures their adherence to Board Policy
 - M. Coordinates all ticket sales for events and accurately accounts for all monies collected
 - N. Arranges for and approves all transportation of athletic and extracurricular teams and groups
 - O. Directs staff supervision of home athletic and extracurricular events
 - P. Coordinates and articulates athletic programs with feeder schools
 - Q. Oversees and ensures consistency of athletics-related disciplinary action
 - R. Coordinates study halls in conjunction with coaches to promote academic excellence
 - S. Along with the coaches, serves as a liaison to colleges and university recruiters for athletic scholarships and other related matters
 - T. Shares responsibility for the planning, implementation, coordination, and supervision of fundraising programs
 - U. Shares responsibility for assembly programs, field trips, school exhibits, contests and drives, school elections, and commencement
 - V. Coordinates with parents, booster clubs, media, and the community in presenting the school's athletic and extracurricular programs
 - W. Utilizes social media and other platforms to promote athletics and activities

II. CURRICULUM AND INSTRUCTIONAL LEADERSHIP

- A. Participates in the development of the District's curriculum
- B. Monitors the appropriateness and the delivery of the instructional program
- C. Maintains high standards of student conduct and enforces discipline, as necessary, to provide a proper learning environment
- D. Assists in establishing a building time schedule and calendar that provides maximum learning time by scheduling classes and school/community activities
- E. Assists in communicating and defining building level goals and objectives that are consistent with District curriculum

III. SCHOOL MANAGEMENT

- A. Plans and administers the use of school facilities
- B. Prepares and maintains reports, records, lists, and all other paperwork as assigned by the building principal
- C. Maintains responsibility for the operation, maintenance, custodial services, and equipment in the building
- D. Oversees on-site construction, remodeling, life-safety implementation and maintenance
- F. Assumes responsibility and authority for the school in the absence of the principal
- G. Assists and consults with such local community agencies as the police, fire, and health departments with reference to inspections, drills, and security

IV. SCHOOL/COMMUNITY RELATIONS

- A. Participates in building advisory committees within District guidelines
- B. Shares the responsibility to communicate the total school program and encourages the community to participate in school life
- C. Serves, as requested, with parent, faculty, and student groups in advancing educational and related activities and objectives
- D. Coordinates parent communication efforts/news releases in assigned areas
- E. Communicates with other schools in the District

V. PERSONNEL, SUPERVISION, EVALUATION, AND STAFF DEVELOPMENT

- A. Adheres to the District's Affirmative Action/Equal Employment Opportunities policies and follows building and area of supervision guidelines established for screening, interviewing, hiring, and assigning employees
- B. Implements the District's supervision and evaluation program for all designated licensed, classified, and substitute staff assigned to the building
- C. Develops department policies and makes recommendations regarding district policies and negotiated agreements
- D. Assists in planning and administering staff development activities
- E. Assists with orientation and in-service activities for staff, the preparation of staff handbooks, and in the interpretation of the total school program and policies to staff
- F. Ensures that all staff are allocated and used effectively and efficiently
- G. Builds relationships with all staff members, promotes a team-oriented environment, and maintains high standards of accountability

VI. OTHER RESPONSIBILITIES

- A. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications, and/or enrolls in advanced courses)
- B. Participates in District meetings and such other meetings as are required or appropriate
- C. Performs other related duties as assigned

Terms of Employment: Salary, benefits, and work year to be established by the Board of Education

Evaluation: Performance will be evaluated by the Principal in accordance with the District's plan for evaluation of Principals & Assistant Principals

FLSA Status: Exempt

Status: Created August 2008
Last Revised April 12, 2023