



Midwest Central CUSD #191

Job Description



Job Title: Assistant Principal / Athletic Director	
Department:	Location(s):
Position Reports to (name and title): Superintendent/Principal	
Completed By and Date: Dr. Hellrigel (09/2026)	
Exemption Status:	

Position Summary

To assist in administering the day-to-day operations of the school and the Athletic Department, including its programs and services.

Essential Duties and Responsibilities

Essential Duties

The Director of Athletics / Assistant Principal shall schedule and manage all high school boys' and girls' athletic and some non-athletic activities as well as coordinate with and assist the middle school athletic director. They will also help supervise the building and handle student discipline. Other duties as specifically outlined in the duties below:

Athletic Support:

- Oversee and administer the district's athletic/activities program while ensuring compliance with Title IX regulations.
- Responsible for the physical and academic requirements of eligibility for participation in each sport and student activity in accordance with IHSA guidelines and Board Policy and verify each participant's eligibility along with all necessary data reporting.
- Develop, monitor, and evaluate athletic programs/students activities to enhance positive school culture and climate.
- Responsible for evaluating new candidates for coaching positions and making recommendations to the Superintendent.
- Responsible for the evaluation of all coaches and making recommendations to the Superintendent for coaching assignments.
- Prepare and administer the athletic budget, in cooperation with the Director of Business Operations and the Superintendent, and assume responsibility for requisitioning and maintaining equipment, supplies, and awards for all athletic programs.
- Responsible for the organization and scheduling of all events, practices, and coordinating the use of all athletic facilities in the district. Coordinate off-campus athletic facility usage with other community events.
- Establish and adhere to a regular schedule of inspection of all physical education facilities and installations to maintain and improve their safety. Responsible for recommendations for the improvements of athletic facilities.
- Develop and place into operation rules and regulations governing the conduct of athletic activities.
- Responsible for the development of all interscholastic game schedules and approve publication of all schedules and seasonal sports programs.
- Hire officials, security (as required), and assume general responsibility for the proper supervision of all home games.
- Responsible for the arrangement of transportation for athletic teams.

• Responsible for maintaining final contest records of each athletic team.
• Serve as the tournament manager for all IHSA and Conference athletic tournaments hosted by Midwest Central.
• Serve as the ticket manager for all athletic activities including distribution of season tickets and assumes responsibility for the proper handling of funds.
• Direct and administer the procedures for the extra-curricular activities code.
• Work with the superintendent's assistant to pay officials, entry fees, and various miscellaneous expenses.
• Serve as the "Official Representative" to the Conference attending all required meetings.
• Serve as District liaison to the Midwest Central Athletic Booster Club and maintains and controls the funds generated and spent on Midwest Central athletic programs.
• Organize and oversee the Midwest Central "Concussion Management Plan and Team".
• Evaluate athletic department secretary on an annual basis.
• Perform other such administrative duties and assume other responsibilities as directed.
Administrative Support:
• Serve as principal in the absence of the regular principal.
• Assist the principal in the overall administration of the school.
• Maintain high standards of student conduct and enforce discipline as necessary, to provide a proper learning environment.
• Work with the principal to establish a building schedule and calendar that provides maximum learning time.
• Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
• Keep the principal informed of the school's activities and problems.
• Make recommendations concerning the school's administration and instruction.
• Share in the orientation of newly assigned staff members.
• Participate in district meetings, administrative meetings, school board meetings, and other such meetings as required or appropriate.
• As assigned, prepares or supervises the preparation of reports, records, lists, and all other paperwork required, within the given timelines.
• Resolves all discipline problems in a fair and just manner and maintains records of disciplinary action taken.
• Participates in the coordination, implementation, and supervision of co-curricular activities.
• Assist in developing and administering practices dealing with school control and security.
• Confer with parents, teachers, counselors, support service personnel, and students on matters of discipline and welfare.

• Confer with and make appropriate referrals to social workers and other personnel.
• Share supervisory responsibility for student activities, athletic events, programs of student orientation, and similar activities. The building principal and superintendent will design the final schedule.
• Assist in assigning faculty to supervision of co-curricular activities.
• Plan and coordinate school functions and work with coordinating the eligibility verification program of the district.
• Establish guides for proper student conduct and maintaining student discipline.
• Work with students in a group setting on the solution or problems that are having an impact on a significant number of students.
• Oversee all matters of student attendance.
• Supervise the maintenance of accurate records on the progress and attendance of students.
• Assume responsibility for his/her own professional growth and development.
• Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
• Contribute to district publicity.
• Plan and supervise fire drills and an emergency preparedness program with the principal.
• Perform other duties as assigned by the building principal or the superintendent associated with the management of the building.
• Within district guidelines, participate in the selection, assignment, and supervision of appropriate building personnel.
• Assume risk care management duties (1) to ensure that statutory and common law health and safety rights are extended to all visitors, employees, and students, (2) to make certain that the district's buildings and grounds are maintained in a safe condition, and (3) to provide careful supervision and protection of all the district's real and personal property.

Terms of Employment

210-day contract, August 1 – June 15.

Skills, Education and Experience

- *Master's degree required (preferred in Education Administration)*
- *Minimum of 3 years teaching and coaching experience preferred*
- *Comfortable in a leadership role*
- *Be flexible and possess the ability to adhere to strict deadlines and be self-motivated*
- *Ability to communicate effectively in writing and to prepare written and electronic documents*
- *Ability to travel to meetings*
- *Ability to communicate orally, both in person and by telephone*

Supervisory Responsibilities – Coaches and extra duty personnel and office support staff

Decision-Making Responsibility (if applicable) – In coordination with the principal and other district personnel when necessary.

Additional Information – None.

The above statements are intended to describe the general nature and level of work assignments for this position. The description is not intended to be an exhaustive list of all responsibilities, duties and skills required of the assigned personnel.

Employee Signature: _____ ***Date*** _____

Supervisor Signature: _____ ***Date*** _____