

Memo



To: Board of Education

From: Dr. Karla Guseman, Superintendent

Date: January 16, 2023

Re: Action Plan 2.1 Recommendation

The Board of Education approved the adoption of Action Plan 2-1 during the May 2023 Board meeting. Action Plan 2-1 states “Implement an administrative structure that fosters collaboration, focuses on student success, and ensures all programs are equitably supported.” Based on the approved action plan and information provided through the presentation during the December 2023 Board of Education meeting, I am seeking approval of the following:

- New positions for 2024-2025 school year
 - Assistant Principal for Teaching and Learning (2 FTE: Central/West Campuses)
 - Director of Multilingual Services (1 FTE District)
- New positions for the 2025-2026 school year
 - Assistant Athletic and Activities Director (2 FTE: Central/West Campuses)
- Revised positions and additional compensation for the 2024-2025 school year
 - Assistant Principal for Operations
 - Stephen Locke, \$139,547.01
 - Brett Marcum, \$120,796.00
 - Assistant Principal for Student Services
 - Matthew Narducci, \$140,901.84
 - Tino Villaflor, \$145,128.90
 - Director of Athletics and Activities
 - Steven Millsaps, \$133,047.46
 - Jonathan Pereiro, \$116,963.09

Attached to this memo you will find all new and revised job descriptions for the 2024-2025 school year. The job description for the Assistant Athletics and Activities Director will be developed for the 2025-2026 school year in collaboration with the Directors for Athletics and Activities, Building Principals and Assistant Superintendent for Business Services. All revised job descriptions have been reviewed and discussed with individuals in those roles. Upon approval, new positions for the 2024-2025 school year will be posted on January 17, 2024.

Please let me know if you have further questions.

Thank you.

Joliet Township High School

POSITION TITLE:	Assistant Principal for Teaching and Learning (New)
REPORTS TO:	Building Principal
QUALIFICATIONS:	Master's degree Illinois Professional Educator License General Administrative License Four (4) years of successful teaching experience
SUPERVISES:	Building staff as it pertains to the effective operation of the educational program
JOB GOAL:	Assist the Principal in the campus administration in providing educational leadership.

PERFORMANCE RESPONSIBILITIES:

LEADERSHIP

- Provide supervision and leadership of the school.
- Understand and support the District Strategic Plan, District Improvement Plan, and School Improvement Plan.
- Demonstrate collaborative leadership.
- Demonstrate integrity, ethical behavior, sound judgment and organizational ability.
- Demonstrate strong assessment, analytical and diagnostic skills.
- Maintain high expectations for students and staff.
- Implement and adhere to district policies and procedures, rules, regulations and directives.
- Provide clear and consistent direction to staff on a continuing basis.
- Provide assistance to parents, staff and students.
- Facilitate effective communication between parents and staff.
- Introduce, promote and develop constructive ideas.
- Attend, participate and provide leadership in community, district and/or school activities and on committees.
- Assume responsibility for the students, professional staff, non-certified personnel, building and grounds facilities and equipment for the school.
- Serve as a resource to building and district personnel and as a liaison to various community partners for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing, and evaluating of services related to assigned role.
- Promote articulation within the school and between schools.

- Serve as administrative liaison to various district meetings.
- Develop and implement programs designed to facilitate parental and community awareness of programs and services for students and families.
- Promote public understanding of the school program with individuals and agencies within the community.
- Implement and lead the Multi-Tiered System of Support (MTSS) in a monthly and annual data review process to design and refine the holistic support structures for the building in collaboration with the Assistant Superintendent for Educational Services. (Programming, Courses, etc.)
- Assist the principal in preparation of the building budget, including the authorization of purchases and monitoring of all expenditures.
- Serve on the building School Improvement Team.

STAFF/PROGRAM RESEARCH, PLANNING, SUPERVISION AND EVALUATION

- Maintain a safe and effective learning environment.
- Assist building and district administration with recruitment, selection and recommendations for the employment of personnel.
- Evaluate and make appropriate recommendations regarding assignment and the continued employment of staff.
- Assist building administration with facilities management.
- Collect, analyze, and share data to plan programs and evaluate the effectiveness of curriculum, instruction, assessment and district policies and procedures as it relates to student academic performance.
- Collect, analyze, and share data to evaluate the effectiveness of school programs.
- Resolve staff interpersonal conflicts in accordance with district policy and in a manner designed to foster cooperation among staff members.
- Provide Leadership regarding investigation of complaints and concerns in accordance with district policy and collective bargaining agreements.
- the Building Principal and Assistant Superintendent for Educational Services in the planning and implementation of new and innovative programming for all students.
- Organize and conduct staff meetings as appropriate.
- Coordinate and monitor other programs as assigned.
- Assist with the proper placement of and orientation of student teachers.
- Supervise and evaluate staff as assigned, including assigned administrators.

INSTRUCTION

- Maintain a culture of high expectations.
- Provide leadership in curriculum planning, revision and organization of content.
- Provide leadership in the development and maintenance of district and state assessments and the monitoring of assessment programs.
- Assist the building administration with the development of the master schedule.

- In cooperation with district and building personnel, develop curriculum guides and other written materials that provide direction in the instruction of assigned department and related areas.
- Research, model, and implement current pedagogical practices
- Provide leadership in the organization and administration of alternate, internal and external, instructional programs.
- Provide leadership to ensure vertical alignment in curricular programs.
- Provide leadership in the evaluation and recommendation of relevant educational resources and materials.
- Provide leadership to coordinate and implement dual enrollment and articulation agreements.
- Collaborate with Building Leadership to coordinate teacher instructional assignments to maximize student achievement.
- In cooperation with district and building personnel, provide direction in the organization and administration of summer school programs.
- Provide leadership for the district honors/Advanced Placement program.
- Organize and conduct staff meetings to ensure knowledge of and compliance with district policies and curriculum practices and procedures.
- Coordinate and monitor other programs as assigned.

PROFESSIONAL DEVELOPMENT

- Organize and conduct new teacher orientation program.
- Evaluate and supervise the work of Instructional Coaches and the four-year induction program for teachers.
- Provide leadership for the Building Professional Development program in the area of teaching and learning.
- Plan, implement and evaluate professional development and training in accordance with the District Strategic Plan, District Improvement Plan and School Improvement Plan.
- Encourage membership and participation in professional organizations.
- Provide for and encourage opportunities for instructional staff to participate in relevant clinics, workshops, state and regional conferences.
- Oversee professional development sessions for staff in grading.

PROFESSIONAL GROWTH

- Acquire and share professional knowledge by participation in professional organizations and attendance at conferences and workshops.
- Continue to learn and implement the current research based educational innovations.
- Demonstrate the ability to self-evaluate in terms of leadership, performance and professional growth.

POLICIES AND PROCEDURES

- Evaluate, interpret, implement and make recommendations regarding policies and procedures.

- Assist in the revision of the faculty and student handbooks.
- Demonstrate knowledge of Federal and State laws pertaining to students and ensure compliance.
- Promote and maintain the safety of the building.

RECORDS AND REPORTS

- Support the effective implementation of the district Student Management System.
- Demonstrate fiscal responsibility and prepare the necessary reports that are required in the management of budgets as assigned.
- Prepare and submit reports regarding assigned activities.
- Prepare and submit local, state, and federal reports, as necessary.
- Administer and supervise school data processing related to assessment, instruction, attendance, grading, and graduation.
- Provide necessary student records to requesting agencies as appropriate.
- Maintain accurate staff attendance records for payroll and personnel.
- Upon request, attend board meetings and prepare reports for the board.
- Coordinate newsworthy items and releases of information with the Director of Community and Alumni Relations.

OTHER

- Assume other responsibilities as assigned.

Terms of Employment: Twelve-Month Administrative Position

Evaluation: Performance to be evaluated annually in accordance with the Board and Administrative Policy.

Salary: To be determined by the Board of Education

Joliet Township High School

POSITION TITLE:	Assistant Principal for Building Operations
REPORTS TO:	Building Principal
QUALIFICATIONS:	Master's degree Illinois Professional Educator License General Administrative License Four (4) years of successful teaching experience or in a licensed educational role
SUPERVISES:	Building staff as it pertains to the effective operation of the educational program
JOB GOAL:	Assist the Principal in the campus administration and in providing educational leadership

PERFORMANCE RESPONSIBILITIES:

LEADERSHIP

- Provide supervision and leadership of the school.
- Understand and support the District Strategic Plan, District Improvement Plan, and School Improvement Plan.
- Demonstrate collaborative leadership.
- Demonstrate integrity, ethical behavior, sound judgment and organizational ability.
- Demonstrate strong assessment, analytical and diagnostic skills.
- Maintain high expectations for students and staff.
- Implement and adhere to district policies and procedures, rules, regulations and directives.
- Provide clear and consistent direction to staff on a continuing basis.
- Provide assistance to parents, staff and students.
- Facilitate effective communication between parents and staff.
- Introduce, promote and develop constructive ideas.
- Attend, participate and provide leadership in community, district and/or school activities and on committees.
- Assume responsibility for the students, professional staff, non-certified personnel, building and grounds facilities and equipment for the school.
- Serve as a resource to building and district personnel and as a liaison to various community partners for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing, and evaluating of services related to assigned role.

- Promote articulation within the school and between schools.
- Serve as administrative liaison to various district meetings.
- Promote public understanding of the school program with individuals and agencies within the community.
- Implement and lead the Multi-Tiered System of Support (MTSS) in a monthly and annual data review process to design and refine the holistic support structures for the building in collaboration with the Assistant Superintendent for Educational Services. (Crisis Team, Threat Assessment Team, Behavioral Health Team, Triangle Teams)
- Develop and implement programs designed to facilitate parental and community awareness of programs and services for students and families.
- Assist the principal in preparation of the building budget, including the authorization of purchases and monitoring of all expenditures.
- Serve on the building School Improvement Team.

STAFF/PROGRAM RESEARCH, PLANNING, SUPERVISION AND EVALUATION

- Maintain a safe and effective learning environment.
- Assist building and district administration with recruitment, selection and recommendations for the employment of personnel.
- Evaluate and make appropriate recommendations regarding assignment and the continued employment of staff.
- Lead building administration with facilities management.
- Lead the building Crisis and Threat Assessment Teams.
- Collect, analyze, and share data to plan programs and evaluate the effectiveness of curriculum, instruction, assessment and district policies and procedures as it relates to student academic performance.
- Collect, analyze, and share data to evaluate the effectiveness of school programs.
- Resolve staff interpersonal conflicts in accordance with district policy and in a manner designed to foster cooperation among staff members.
- Provide Leadership regarding investigation of complaints and concerns in accordance with district policy and collective bargaining agreements.
- Assist the Building Principal and Assistant Superintendent for Educational Services in the planning and implementation of new and innovative programming for all students.
- Organize and conduct staff meetings as appropriate.
- Coordinate and monitor other programs as assigned.
- Supervise and evaluate staff as assigned, including assigned administrators.

INSTRUCTION

- Maintain a culture of high expectations.
- Support the Principal, Academy Coordinators and Curriculum Directors in curriculum development and implementation.

- Organize and conduct staff meetings to ensure knowledge of and compliance with district policies and curriculum practices and procedures.
- Coordinate and monitor other programs as assigned.

PROFESSIONAL DEVELOPMENT

- Support the implementation of the new teacher orientation program.
- Provide leadership for the Building Professional Development program in the area of operations and safety and security.
- Plan, implement and evaluate professional development and training in accordance with the District Strategic Plan, District Improvement Plan and School Improvement Plan.
- Provide for and encourage opportunities for staff to participate in relevant clinics, workshops, state and regional conferences.

PROFESSIONAL GROWTH

- Acquire and share professional knowledge by participation in professional organizations and attendance at conferences and workshops.
- Continue to learn and implement the current research based educational innovations.
- Demonstrate the ability to self-evaluate in terms of leadership, performance and professional growth.

POLICIES AND PROCEDURES

- Evaluate, interpret, implement and make recommendations regarding policies and procedures.
- Lead the revision of the faculty, student, and security handbooks on an annual basis.
- Demonstrate knowledge of Federal and State laws pertaining to students and ensure compliance.
- Lead the building in providing a secure and safe learning environment to improve student performance, e.g. safety committee, safety drills, police liaison, and district parent-teacher advisory committee.
- Promote and maintain the safety of the building.

RECORDS AND REPORTS

- Support the effective implementation of the district Student Management System.
- Demonstrate fiscal responsibility and prepare the necessary reports that are required in the management of budgets as assigned.
- Prepare and submit reports regarding assigned activities.
- Prepare and submit local, state, and federal reports, as necessary.
- Administer and supervise school data processing related to HIB, SIRS, Threat Assessment, Clear and Present Danger and RTO Reports.
- Provide necessary student records to requesting agencies as appropriate.
- Maintain accurate staff attendance records for payroll and personnel.
- Upon request, attend board meetings and prepare reports for the board.
- Coordinate newsworthy items and releases of information with the Director of Community and Alumni Relations.

OTHER

- Assume other responsibilities as assigned.

Terms of Employment: Twelve-Month Administrative Position

Evaluation: Performance to be evaluated annually in accordance with the Board and Administrative Policy.

Salary: To be determined by the Board of Education

Joliet Township High School

POSITION TITLE:	Assistant Principal for Student Services
REPORTS TO:	Building Principal
QUALIFICATIONS:	Master's degree Illinois Professional Educator License General Administrative License Four (4) years of successful teaching experience or in a licensed educational role
SUPERVISES:	Building staff as it pertains to the effective operation of the educational program
JOB GOAL:	Assist the Principal in the campus administration and in providing educational leadership

PERFORMANCE RESPONSIBILITIES:

LEADERSHIP

- Provide supervision and leadership of the school.
- Understand and support the District Strategic Plan, District Improvement Plan, and School Improvement Plan.
- Demonstrate collaborative leadership.
- Demonstrate integrity, ethical behavior, sound judgment and organizational ability.
- Demonstrate strong assessment, analytical and diagnostic skills.
- Maintain high expectations for students and staff.
- Implement and adhere to district policies and procedures, rules, regulations and directives.
- Provide clear and consistent direction to staff on a continuing basis.
- Provide assistance to parents, staff and students.
- Facilitate effective communication between parents and staff.
- Introduce, promote and develop constructive ideas.
- Attend, participate and provide leadership in community, district and/or school activities and on committees.
- Assume responsibility for the students, professional staff, non-certified personnel, building and grounds facilities and equipment for the school.
- Serve as a resource to building and district personnel and as a liaison to various community partners for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing, and evaluating of services related to assigned role.

- Promote articulation within the school and between schools.
- Serve as administrative liaison to various district meetings.
- Develop and implement programs designed to facilitate parental and community awareness of programs and services for students and families.
- Promote public understanding of the school program with individuals and agencies within the community.
- Implement and lead the Multi-Tiered System of Support (MTSS) in a monthly and annual data review process to design and refine the holistic support structures for the building in collaboration with the Assistant Superintendent for Educational Services. (Progress Monitoring, Data Collections and Reports, etc.)
- Assist the principal in preparation of the building budget, including the authorization of purchases and monitoring of all expenditures.
- Serve on the building School Improvement Team.

STAFF/PROGRAM RESEARCH, PLANNING, SUPERVISION AND EVALUATION

- Maintain a safe and effective learning environment.
- Assist building and district administration with recruitment, selection and recommendations for the employment of personnel.
- Lead incoming 9th grade registration, including articulation focused on incoming students successful transition into high school.
- Lead registration of new students, including programs for the successful transition of new students to the district.
- Assign staff in cooperation with the Principal, Academy Coordinators and Curriculum Directors.
- Evaluate and make appropriate recommendations regarding assignment and the continued employment of staff.
- Assist building administration with facilities management.
- Collect, analyze, and share data to plan programs and evaluate the effectiveness of curriculum, instruction, assessment and district policies and procedures as it relates to student academic performance.
- Collect, analyze, and share data to evaluate the effectiveness of school programs.
- Resolve staff interpersonal conflicts in accordance with district policy and in a manner designed to foster cooperation among staff members.
- Provide Leadership regarding investigation of complaints and concerns in accordance with district policy and collective bargaining agreements.
- Assist the Building Principal and Assistant Superintendent for Educational Services in the planning and implementation of new and innovative programming for all students.
- Organize and conduct staff meetings as appropriate.
- Coordinate and monitor other programs as assigned.
- Supervise and evaluate staff as assigned, including assigned administrators.

INSTRUCTION

- Maintain a culture of high expectations.
- Create and maintain the Master Schedule.
- Support the Principal, Academy Coordinators and Curriculum Directors in curriculum development and implementation.
- Support the implementation of current pedagogical practices.
- Provide leadership in the organization and administration of alternate, internal and external, instructional programs.
- Organize and conduct staff meetings to ensure knowledge of and compliance with district policies and curriculum practices and procedures.
- Coordinate and monitor other programs as assigned.

PROFESSIONAL DEVELOPMENT

- Support the implementation of the new teacher orientation program.
- Provide leadership for the Building Professional Development program in the area of student support services.
- Plan, implement and evaluate professional development and training in accordance with the District Strategic Plan, District Improvement Plan and School Improvement Plan.
- Provide for and encourage opportunities for staff to participate in relevant clinics, workshops, state and regional conferences.

PROFESSIONAL GROWTH

- Acquire and share professional knowledge by participation in professional organizations and attendance at conferences and workshops.
- Continue to learn and implement the current research based educational innovations.
- Demonstrate the ability to self-evaluate in terms of leadership, performance and professional growth.

POLICIES AND PROCEDURES

- Evaluate, interpret, implement and make recommendations regarding policies and procedures.
- Assist in the revision of the faculty and student handbooks.
- Demonstrate knowledge of Federal and State laws pertaining to students and ensure compliance.
- Promote and maintain the safety of the building.

RECORDS AND REPORTS

- Lead the effective implementation of the district Student Management System.
- Demonstrate fiscal responsibility and prepare the necessary reports that are required in the management of budgets as assigned.
- Prepare and submit reports regarding assigned activities.
- Prepare and submit local, state, and federal reports, as necessary.
- Administer and supervise school data processing related to registration and scheduling, including 10 Day count, the Fall Housing Report, and Immunizations and Health Records Reports.

- Provide necessary student records to requesting agencies as appropriate.
- Maintain accurate staff attendance records for payroll and personnel.
- Upon request, attend board meetings and prepare reports for the board.
- Coordinate newsworthy items and releases of information with the Director of Community and Alumni Relations.

RECORDS AND REPORTS

- Prepare and submit reports regarding assigned activities.
- Administer and supervise school data processing related to registration, scheduling, attendance and grading.
- Coordinate newsworthy items and releases of information with the Director of Community Relations.

OTHER

- Assume other responsibilities as assigned.

Terms of Employment: Twelve-Month Administrative Position

Evaluation: Performance to be evaluated annually in accordance with the Board and Administrative Policy.

Salary: To be determined by the Board of Education

Joliet Township High School

POSITION TITLE:	Director of Multilingual Services
REPORTS TO:	Assistant Superintendent for Educational Services
QUALIFICATIONS:	Illinois Professional Educator License General Administrative Endorsement Bilingual Endorsement Four Years of Teaching Experience Preferred Spanish Speaking Preferred
SUPERVISES:	Staff as it pertains to assigned areas of responsibility.
JOB GOAL:	Improve student performance by providing educational leadership in the coordination of academic content and student opportunities for multilingual learners and other areas of assigned responsibility.

PERFORMANCE RESPONSIBILITIES:

LEADERSHIP

- Understand, support and provide leadership in implementation of the District Strategic Plan, District Improvement Plan and School Improvement Plan(s).
- Demonstrate collaborative leadership.
- Demonstrate integrity, ethical behavior, sound judgment and organizational ability.
- Demonstrate strong assessment, analytical and diagnostic skills.
- Maintain high expectations for students and staff.
- Implement and adhere to district policies and procedures, rules, regulations and directives.
- Provide clear and consistent direction to staff on a continuing basis.
- Provide assistance to parents, staff and students.
- Facilitate effective communication between parents and staff, including through the District Bilingual Parent Advisory Committee (BPAC).
- Introduce, promote and develop constructive ideas.
- Attend, participate and provide leadership in community, district and/or school activities and on committees, including multicultural events.
- Serve as a resource to building and district personnel and as a liaison to various community partners for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing, and evaluating of services related to assigned role.
- Develop and implement programs designed to facilitate parental and community awareness of programs and services for students and families.

- Coordinate the communication and implementation of educational best practices across the district.
- Articulate with sender and post-secondary institutions to ensure a cohesive continuum of educational services for multilingual learners.
- Serve as administrative liaison to various district and building meetings.
- Develop and implement programs designed to facilitate parental and community awareness of programs and services for students and families to ensure equitable access through the elimination of language barriers.
- Promote public understanding of the school program with individuals and agencies within the community.
- Implement and lead the Multi-Tiered System of Support (MTSS) in a monthly and annual data review process to design and refine the holistic support structures for multilingual learners in partnership with the buildings and the Assistant Superintendent for Educational Services. (Programming, Courses, etc.)

STAFF/PROGRAM RESEARCH, PLANNING, SUPERVISION AND EVALUATION

- Maintain a safe and effective learning environment.
- Assist building and district administration with recruitment, selection, and recommendations for the employment of personnel.
- Evaluate and make appropriate recommendations regarding assignment and the continued employment of staff.
- Assist building administration with facilities management.
- Collect, analyze, and share data to plan programs and evaluate the effectiveness of curriculum, instruction, assessment and district policies and procedures as it relates to multilingual learners.
- Resolve staff interpersonal conflicts in accordance with district policy and in a manner designed to foster cooperation among staff members.
- Assist the Building Principals and Assistant Superintendent for Educational Services in the planning and implementation of new and innovative programming for multilingual learners.
- Ensure proper licensure/certification for all staff members and seek out ways to diversify the certification of staff in order to serve all multilingual learners.
- Assist with the proper placement of and orientation of student teachers.
- Supervise and evaluate staff as assigned, including the building testing coordinators for multilingual learners.

INSTRUCTION

- Maintain a culture of high expectations.
- Provide leadership in curriculum planning, revision and organization of content with a continuum of services for the vast levels of multilingual learners.
- Provide leadership in the development and maintenance of district assessments and the monitoring of assessment programs.
- Provide leadership in the organization and implementation of screening (WIDA) and testing (ACCESS) of multilingual learners.

- Assist the building administration with the development of the master schedule.
- In cooperation with district and building personnel, develop curriculum guides and other written materials that provide direction in the instruction of multilingual learners.
- Research, model, and implement current pedagogical practices to ensure a continuum of support for the various levels of multilingual learners.
- Provide leadership in the organization and administration of alternate, internal and external, instructional programs.
- Provide leadership to ensure vertical alignment in curricular programs.
- Provide leadership in the evaluation and recommendation of relevant educational resources and materials.
- Provide leadership to ensure access and opportunities of dual enrollment and articulation agreements for multilingual learners.
- Collaborate with Building Leadership to coordinate teacher instructional assignments to maximize student achievement.
- In cooperation with district and building personnel, provide direction in the organization and administration of recovery and summer programs.
- Organize and conduct staff meetings to ensure knowledge of and compliance with district policies and curriculum practices and procedures.
- Coordinate and monitor other programs as assigned.

PROFESSIONAL DEVELOPMENT

- Evaluate and supervise the work of the Bilingual Instructional Coaches and the four-year induction program for teachers in order to support staff working with multilingual learners.
- Provide leadership for the District Professional Development program in the area of multilingual learners.
- Plan, implement and evaluate professional development and training in accordance with the District Strategic Plan, District Improvement Plan and School Improvement Plan.
- Encourage membership and participation in professional organizations.
- Provide for and encourage opportunities for instructional staff to participate in relevant clinics, workshops, state and regional conferences.

PROFESSIONAL GROWTH

- Acquire and share professional knowledge by participation in professional organizations and attendance at conferences and workshops.
- Continue to learn and implement the current research based educational innovations.
- Demonstrate the ability to self-evaluate in terms of leadership, performance and professional growth.

POLICIES AND PROCEDURES

- Evaluate, interpret, implement and make recommendations regarding policies and procedures.
- Demonstrate knowledge of Federal and State laws pertaining to students and ensure compliance.

RECORDS AND REPORTS

- Provides guidance and support in the translation of school and district documents in collaboration with the Office of Community Relations staff and Family Engagement Liaisons.
- Demonstrate fiscal responsibility and prepare the necessary reports that are required in the management of budgets and grants as assigned.
- Prepare and submit reports regarding assigned activities.
- Prepare and submit local, state, and federal reports, as necessary.
- Provide necessary student records to requesting agencies as appropriate.
- Maintain necessary files to support reimbursement claims, audits, and external evaluations for all programs as assigned.
- Maintain accurate staff attendance records for payroll and personnel.
- Upon request, attend board meetings and prepare reports for the board.
- Coordinate newsworthy items and releases of information with the Director of Community and Alumni Relations.

OTHER

- Assume other responsibilities as assigned.

TERMS OF EMPLOYMENT: Twelve-Month Administrative Position

EVALUATION: Performance to be evaluated annually in accordance with Board and Administrative Policies.

SALARY: Salary commensurate with experience.

Joliet Township High School

POSITION TITLE: Director of Athletics and Activities – Central/West Campus

REPORTS TO: Building Principal

QUALIFICATIONS: Master's degree
Illinois Professional Educator License
General Administrative License
Four (4) years of successful teaching experience or in a licensed educational role

SUPERVISES: Building staff as it pertains to the effective operation of the campus athletics and activities programs

JOB GOAL: To promote, organize and supervise all interscholastic athletics and activities programs for the campus.

PERFORMANCE RESPONSIBILITIES:

LEADERSHIP

- Provide supervision and leadership of the athletics and activities programs at the campus.
- Understand and support the District Strategic Plan, District Improvement Plan, and School Improvement Plan.
- Demonstrate collaborative leadership.
- Demonstrate integrity, ethical behavior, sound judgment and organizational ability.
- Demonstrate strong assessment, analytical and diagnostic skills.
- Maintain high expectations for students and staff.
- Implement and adhere to district policies and procedures, rules, regulations, and directives.
- Provide clear and consistent direction to staff on a continuing basis.
- Provide assistance to parents, staff and students.
- Facilitate effective communication between parents and staff.
- Introduce, promote and develop constructive ideas.
- Attend, participate and provide leadership in community, district and/or school activities and on committees.
- Work in collaboration with the Principal and Superintendent on all IHSA and conference athletics and activities and serve as the official representative to the IHSA.
- Assume responsibility for the students, professional staff, non-certified personnel, building and grounds facilities and equipment for the school.
- Serve as a resource to building and district personnel and as a liaison to various community partners for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing, and evaluating of services related to assigned role.

- Promote articulation within the school and between schools.
- Serve as administrative liaison to various district meetings.
- Foster a climate in which students will develop good citizenship through self-discipline, self-direction, and cooperative participation.
- Promote public understanding of campus athletics and activity programs with individuals and agencies within the community.
- Develop and implement programs designed to facilitate parental and community awareness of athletic and activity programs for students and families.
- Assist the principal in preparation of the building budget, including the authorization of purchases and monitoring of all expenditures in the areas of athletics and activities.
- Serve as a building liaison at JT Booster Club meetings.
- Serve as a building liaison with community groups.
- Serve as a building liaison at local, state, or national meetings as required.
- Serve on the building School Improvement Team.
- Maintain effective communication between district and buildings including regular meetings with the Assistant Superintendent of Business Services.

STAFF/PROGRAM RESEARCH, PLANNING, SUPERVISION AND EVALUATION

- Maintain a safe and effective building environment.
- Assist building and district administration with recruitment, selection and recommendations for the employment of personnel, including all athletic and activity personnel.
- Evaluate and make appropriate recommendations regarding assignment and the continued employment of staff.
- Collect, analyze, and share data to plan programs and evaluate the effectiveness of the athletics and activities programs, including student engagement.
- Resolve staff interpersonal conflicts in accordance with district policy and in a manner designed to foster cooperation among staff members.
- Work in collaboration with coaches and sponsors in effective resolution of student and parent concerns.
- Provide Leadership regarding investigation of complaints and concerns in accordance with district policy and collective bargaining agreements.
- Work in collaboration with the building to ensure equitable fundraising opportunities.
- Develop effective, efficient, and equitable facility and equipment use schedules for the building.
- Provide efficient and effective operation of all athletic events and activities.
- Schedule all games and practice athletic events, working in collaboration with the building administration, building security and the School Resource Officer
- Arrange transportation to all away games and events for all activities.
- Coordinate the athletic programs with non-school activities involving athletic staff, equipment, facilities and/or participating athletes, working in collaboration with the Building Principal and building administration.
- Organize and conduct regular meetings with coaching staff and activity sponsors.

- Coordinate and monitor other programs as assigned.
- Supervise and evaluate staff as assigned, including assigned administrators.

INSTRUCTION

- Maintain a culture of high expectations.
- Support the Principal, Assistant Principals, Academy Coordinators and Curriculum Directors in curriculum implementation.
- Organize and conduct staff meetings to ensure knowledge of and compliance with district policies, practices and procedures.
- Coordinate and monitor other programs as assigned.

PROFESSIONAL DEVELOPMENT

- Plan, implement and evaluate professional development and training in accordance with the District Strategic Plan, District Improvement Plan and School Improvement Plan.
- Provide for and encourage opportunities for coaches and activity sponsors to participate in relevant clinics, workshops, state and regional conferences.

PROFESSIONAL GROWTH

- Acquire and share professional knowledge by participation in professional organizations and attendance at conferences and workshops.
- Continue to learn and implement the current research based educational innovations related to high school athletics and activities.
- Demonstrate the ability to self-evaluate in terms of leadership, performance and professional growth.

POLICIES AND PROCEDURES

- Evaluate, interpret, implement and make recommendations regarding policies and procedures.
- Demonstrate knowledge of Federal and State laws pertaining to students involved in athletics and activities and ensure compliance.
- Promote and maintain the safety of the building.

RECORDS AND REPORTS

- Create and maintain current student lists for all students who participate in athletics and activities programs.
- Maintain weekly eligibility list of all athletes participating in athletic and activity programs.
- Monitor and ensure student athletes' residency.
- Demonstrate fiscal responsibility and prepare the necessary reports that are required in the management of budgets as assigned.
- Develop and submit a proposed annual budget for the operation for the building athletic and activity program.

- Collect bids and submit requisitions for all athletic and activity supplies and all other equipment working with the Assistant Superintendent for Business Services and Building Principal.
- Maintain accurate staff attendance records for payroll and personnel.
- Upon request, attend board meetings and prepare reports for the board.
- Coordinate newsworthy items and releases of information with the Director of Community and Alumni Relations.
- Prepare and submit reports in compliance with the IHSA, State Board of Education, Office of Civil Rights and the athletic conference.

OTHER

- Assume other responsibilities as assigned.

Terms of Employment: Twelve-Month Administrative Position

Evaluation: Performance to be evaluated annually in accordance with the Board and Administrative Policy.

Salary: To be determined by the Board of Education