

JOB DESCRIPTION

Wood Dale School District 7

TITLE: Athletic Director

QUALIFICATIONS: As established by state licensure authorities.

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES*:

1. Schedules all athletic events.
2. Arranges for bus transportation for practices and away events.
3. Procures and arranges payment for referees for all home athletic events.
4. Secures necessary supervision for athletic activities and ensures all students have exited the building before staff leaves.
5. Posts athletic openings, interviews and recommends coaching assignments to the principal.
6. Represents the school at athletic conferences.
7. Coordinates inventory and cleaning of current uniforms and ordering of replacement uniforms.
9. Coordinates professional pictures for each season.
10. Enforces eligibility requirements at games and for athletes.
11. Communicates event schedule and changes to students, parents, office and administration.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT: As defined by the Negotiated Agreement.