

New Berlin CUSD #16

JOB DESCRIPTION

Position Title: District Athletic & Activities Director

Qualifications:

1. Hold a valid teaching certificate with at least four (4) years of teaching experience.
2. Holds a Type 75 PEL or relevant post graduate degree or experience
3. Professional image, actions, communications and working relationships are required at all times.
4. Excellent written and oral communication skills, ability to maintain confidentiality and strong computer skills.
5. Establish and maintain effective and courteous working relationships with staff, students, parents, and community members.
6. Ability to lead and manage others in addition to strong organizational, time management and conflict resolutions skills.

Department: School Administration

Location: Athletic Office

Reports to: Superintendent

FLSA Class: Exempt

Revised Date: 04/24/25

Job Goal: This primary function of the Athletic and Activities Director is to manage and oversee the District's interscholastic athletic program and clubs/activities and promote the development of each student who participates in the program.

Performance Responsibilities:

1. Schedule and maintain a master interscholastic calendar, including both conference and non-conference games and events.
2. Coordinate the hiring and compensation of officials, referees, and umpires.
3. Maintain strong working relationships with state athletic and club/activities associations.
4. Collaborate with coaches, parents and community members to develop youth athletic programs that feed into junior high sports.
5. Prepare the athletic and activities budget in consultation with head coaches and club sponsors, in alignment with the collective bargaining agreement, for approval by the Superintendent.
6. Maintain accurate inventories of equipment and uniforms; oversee storage and control of all athletic equipment and facilities.
7. Compose, publish, and distribute gym schedules in coordination with coaches and principals.
8. Coordinate maintenance programs for facilities, equipment, and fields in conjunction with the facilities director.
9. Ensure that all athletes have submitted the required documentation and fees to participate in athletics and/or clubs.
10. Verify that all coaches and administrative staff meet required training standards as mandated by the IESA, IHSA, and School Code.
11. Coordinate with coaching staff and the transportation director to schedule bus times for all athletic and extracurricular events.
12. Oversee the supervision of home games and contests, including the scheduling of ticket takers and proper handling and accounting of event-related funds.

13. Assist in the selection and hiring of coaches and club/activities sponsors as outlined in the collective bargaining agreement.
14. Conduct post-season evaluations of all coaches.
15. Maintain comprehensive team and individual records, including championships and other statistical data, with the help of head coaches.
16. Support head coaches in organizing annual recognition events for each sport.
17. Make co-op sport program recommendations to the Superintendent and Board of Education.
18. Monitor weekly eligibility checks and ensure compliance with association and conference eligibility requirements.
19. Represent the school at athletic association and conference meetings; inform school administration of significant issues, proposals, and developments prior to making any commitments.
20. Maintain an online presence with updated schedules and push notifications regarding changes or cancellations.
21. Collaborate with Athletic Boosters to enhance the overall quality of the athletic program.
22. Oversee the scheduling and appropriate use of school facilities by internal and external groups.
23. Conduct student and/or parent surveys as required by ISBE/ROE compliance.
24. Ensure that all Board policies, administrative procedures, and student handbooks are reflected accurately in the Athletic Handbook.
25. Serve as a substitute teacher for no more than 40% of the school day, as needed.
26. Foster a positive school climate where all students can learn and thrive.
27. Submit required reports and records in accordance with district policies, procedures, and administrative directives.
28. Post athletic and club/activities openings in compliance with the collective bargaining agreement.
29. Stay current on professional trends and developments by attending meetings, reading journals, and networking with peers.
30. Serve as a collaborative and responsible member of the district administrative team.
31. Perform additional duties as necessary and as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

This is a 10-month position working 200 days. The salary and work year will be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy of Evaluation of professional personnel.

New Berlin CUSD #16 is an Equal Employment Opportunity Employer

By signing this below, I hereby acknowledge and understand the duties and qualifications of this position. The School District retains the right to revise or amend this job description at any time during the employee's employment with the District.

Name: _____

Date: _____