

Joliet Township High School

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

REPORTS TO: Building Director of Athletics and Activities

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

- Assist in the supervision and leadership of athletics and activities programs on campus.
- Support the District Strategic Plan, District Improvement Plan, and School Improvement Plan.
- Exhibit collaborative leadership and foster teamwork across all levels.
- Demonstrate integrity, ethical behavior, sound judgment, and organizational skills.
- Use assessment, analytical, and diagnostic skills effectively to support program goals.
- Maintain and encourage high standards for both students and staff.
- Implement and adhere to district policies, rules, regulations, and directives.
- Provide ongoing, clear direction to staff and assist with their development.
- Act as a resource for parents, staff, and students, providing guidance and assistance as needed.
- Facilitate clear and open communication between parents and staff to support student success.
- Encourage and promote innovative ideas that enhance program effectiveness.
- Participate actively in community, district, and school events, and contribute to relevant committees.
- Collaborate with the AD and other leaders on IHSA and conference athletics and activities, serving as a representative as needed.
- Support the supervision of students, staff, facilities, and equipment related to athletics and activities.
- Promote alignment and collaboration between schools and within campus programs.
- Represent the athletics and activities programs in various district meetings as assigned.
- Foster a positive climate that encourages student development of citizenship, self-

discipline, and teamwork.

- Support public awareness and understanding of campus athletics and activities, engaging with individuals and agencies in the community.
- Assist in developing programs that promote parental and community engagement in student athletics and activities.
- Collaborate with the Athletic Director in budget preparation, overseeing expenditures and purchases for athletics and activities.
- Act as a resource at JT Booster Club meetings and engage with local community groups.
- Represent the campus at local, state, or national meetings as needed.
- Serve on the building School Improvement Team to contribute to ongoing school progress.
- Ensure effective communication between district and campus.

STAFF/PROGRAM RESEARCH, PLANNING, SUPERVISION AND EVALUATION

- Support a safe and productive environment within campus facilities.
- Assist building and district administration in recruiting, selecting, and recommending candidates for athletic and activity positions.
- Evaluate staff performance and make recommendations regarding assignments and continued employment.
- Collect, analyze, and share data to guide program planning and assess the effectiveness of athletics and activities, with a focus on student engagement.
- Facilitate resolution of staff conflicts in accordance with district policies to promote a cooperative work environment.
- Collaborate with coaches and activity sponsors to address and resolve student and parent concerns effectively.
- Lead investigations into complaints and concerns, following district policy and collective bargaining agreements.
- Work with building leadership to ensure equitable opportunities for fundraising across programs.
- Develop and maintain fair and efficient facility and equipment usage schedules for campus activities.
- Ensure the smooth operation of all athletic and activities contests.
- Schedule games and practices, working in collaboration with the Director of Athletics and Activities, security, and the School Resource Officer.
- Arrange transportation for all away games and events involving athletic and activity programs.
- Coordinate athletic programs with non-school activities involving campus staff, equipment, facilities, or athletes, in consultation with the Athletic Director and administration.
- Organize and conduct meetings with coaching staff and activity sponsors to facilitate communication and planning.
- Oversee and monitor additional assigned programs as directed.
- Supervise and evaluate designated staff.

INSTRUCTION

- Maintain a culture of high expectations.
- 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

- Coordinate and facilitate professional development for coaches and activity sponsors, ensuring alignment with the District Improvement Plan and School Improvement Plan.
- Provide opportunities for staff to attend workshops, clinics, and conferences to enhance their professional growth.
- Lead new staff orientation programs for those involved in athletics and activities.

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.
- Assist in monitoring and ensuring student athletes' residency.
- Demonstrate fiscal responsibility and prepare the necessary reports that are required in the management of budgets as assigned.
- Work with the Athletic Director to submit a proposed annual budget for the operation for the building athletic and activity program.
- Maintain accurate staff attendance records for payroll and personnel.
- 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 Southwest Prairie 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