

Job Description

Job Title: Coordinator for Athletics and Student Engagement

Reports to: Superintendent

Coordinator for Athletics and Student Engagement is responsible for overseeing the district's athletic programs, and leading initiatives that promote student involvement, positive behavior, and school culture. This role would blend athletic leadership with student, teacher, and instructional support, focusing on participation, discipline, instructional effectiveness, and overall student success. This role would also serve as a liaison between Boosters, parents, and the greater HBR Community related to student athletics and activities including fundraising.

Key Responsibilities

Athletic Leadership:

- Serves as the Athletic Director, managing all aspects of the district's athletic programs in grades 7-12, including hiring and evaluating coaches.
- Ensure compliance with IHSA and IESA regulations and district policies.
- Develop and oversee athletic budgets, fundraising efforts, and facility management.
- Coordinate game/event schedules, transportation, and supervision.
- Foster a culture of sportsmanship, teamwork, and leadership development in student-athletes.

Student Engagement & Behavior Support

- Implement programs that encourage student participation in athletics, clubs, and extracurriculars.
- Develop and enforce behavior expectations to maintain a positive school climate.
- Work with teachers and staff to support students struggling with discipline and engagement.
- Serve as a key leader in restorative practices and student intervention strategies.
- Oversee student leadership groups, mentoring programs, and school-wide engagement initiatives.
- Fosters parent engagement in general with clubs/activities and sports, as well as partnership with Boosters and Community organizations such as Youth Soccer, Youth Baseball, and Youth Basketball.

Administrative Duties

- Assist with teacher evaluations and instructional improvement initiatives.
- Serve as the building administrator in the absence of the Principal.
- Collaborate with building and district administrators on student discipline and support strategies.
- Serve as a liaison between students, families, and staff to foster a positive school experience.
- Lead communication efforts related to athletics, student activities, and school culture.

Ideal Candidate

- Strong background in athletics, coaching, or extracurricular leadership.
- Experience in student behavior management, discipline, and engagement strategies.
- Strong leadership, communication, and organizational skills.
- Ability to build relationships with students, staff, and the community.
- Holds a General Administrative License and has completed the Teacher Evaluation training for ISBE

Compensation & Benefits:

- \$75,000-80,000 salary range
- Board paid family insurance
- 18 sick, 2 personal days
- School Year plus 24 days - 205 day contract

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