

LIBERTY COMMUNITY UNIT SCHOOL DISTRICT #2
JOB DESCRIPTION

TITLE: **ATHLETIC DIRECTOR/DEAN OF STUDENTS**
(contract for 200 days, 1 week before school and 1 week after school)

QUALIFICATIONS:

1. Master's Degree in Education Administration
2. Superior oral, written and technology communication skills.
3. Must have coaching experience
4. Experience in athletics, dean and/or administration

PERSONAL CHARACTERISTICS:

1. Able to problem-solve issues effectively in a limited amount of time, along with using creative thinking.
2. Organized and has great time management skills.
3. Task and people oriented; can multi-task.
4. Dedicated, loyal and driven; understand that effective leaders work hours beyond the regular school day.
5. Can manage people and fiscal resources efficiently and effectively.

REPORTS TO: Superintendent

SUPERVISES: The District Coaching Staff and Students

JOB GOAL:

To provide young people in the district with an opportunity to participate in a well organized and supervised interscholastic and intramural athletic program. To address student discipline and attendance to protect the health and welfare of all students in a safe environment.

MINIMUM PERFORMANCE EXPECTATIONS:

OVERALL REQUIREMENT:

This individual needs to be physically present in the school building 200 days a year, but will have required responsibilities year round including but not limited to: snow days, weekends, evenings, and throughout the summer as the job commands.

ATHLETIC DIRECTOR:

1. Schedule all district athletic events, contests, and activities.
2. Hire athletic officials for all district athletic events, contests and activities.
3. Hold meetings with all district coaches and other personnel, as needed to inform them of IESA, IHSA, and Liberty School Board policies. Meetings shall include eligibility, health insurance requirements, transportation scheduling, and award rules, disciplinary procedures, enforcement of board policies and student conduct.
4. Recruit and assist with the interview process when hiring new coaching personnel.
5. Schedule practice times to insure equity of facility availability for junior and senior high sports. Schedule gym/cafeteria use for all groups.
6. Schedule departure times and transportation for all junior high and high school away games with the Transportation Director.
7. Manage the athletic budget and approve all purchase orders related to that Budget.
8. Present annual recommendations for improvements to and needs of the Liberty athletic program. These

recommendations shall be presented to the following: first to the principals, second to the superintendent, and third to the Board of Education.

9. Oversee and coordinate 3/4 of junior and 1/2 of high school home athletic events. Organize all junior and high school district regional, sectional or state athletic contests, events or activities held by the Liberty School District.
10. Schedule ticket-seller and supervise volunteers and contest employees for junior and senior high home events.
11. All coaches shall report all problems which may occur to the athletic director.
12. Complete evaluations of coaches and gaining the necessary data to contribute to this.
13. Coordinates the 6-12th athletic program with principals and coaches to ascertain programmatic needs on an annual basis.
14. Oversees concessions (indoor and outdoor) and vending machine purchasing and stocking.
15. Serve on the Hall of Fame Committee.
16. Other assignments as made by the superintendent.

DEAN OF STUDENTS:

1. Make sure we provide a safe environment for students, as per the risk management plan.
2. Collect data and address student tardiness and behavior, and inform the principals.
3. Lead in book bag and metal detector checks.
4. Resolve discipline problems in a fair and just manner, and maintain records of any disciplinary action taken.
5. Maintain campus security.
6. Provide input on the school's handbook.
7. Work with community and government agencies on problems relating to drug abuse and truancy from school.
8. Confer with parents, teachers, counselors, principals, and support service personnel, and students on matters of discipline and welfare.
9. Participate on the Threat Assessment Committee.
10. Provide supervision of hallways, lunch detention, in school suspension, and parking lot duty.
11. Other assignments as made by the superintendent.

EQUIPMENT USED: Computers, copiers, scoreboard, and technology equipment.

WORKING CONDITIONS/ PHYSICAL DEMANDS:

The working conditions described should be representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to handle, or feel products, objects, tools, or controls; talk and hear. The employee is required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TERMS OF EMPLOYMENT: Determined by the Board of Education.