

Liberty Community Unit #2 School District
Liberty, IL
REVISED JOB OPENING 2026-2027 SCHOOL YEAR

ATHLETIC DIRECTOR/DEAN OF STUDENTS

The contract will be for 200 days. 1 week before school & 1 week after school

Applicants may apply until November 3rd, 2025

Qualifications:

- A Master's Degree in Administration
- Superior oral, written and technology communication skills
- Must have coaching experience
- Experience in athletics, dean and/or administration

Personal Characteristics:

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

Responsibilities:

- Coordinates the 6-12 athletic programs in collaboration with principals and coaches to ascertain programmatic needs on an annual basis, as well as prior to each season to ensure consistency of program.
- Initiates the recruitment and selection of coaches and makes employment recommendations to the building principal.
- Supervises and evaluates all coaches at the junior high/high school level.
- Schedules all junior high and high school athletic contests, issues contracts for the contest, and maintains the proper and necessary records.
- Maintains an active file of officials under contract and pays officials following the contact.
- Arrange transportation for all away junior high and high school contests with the Transportation Director
- Supervises the preparation and verifies all athletic eligibility lists.
- Shares supervision with the principal for all junior high and high school athletic contests and acts as the host to officials and visiting schools.
- Oversees the supervision of contest employees and volunteers who work the athletic contest.
- Arranges for personnel to supervise contests as needed.
- Supervises athletic funds, prepares and administers a detailed operating budget for the athletic program and submits it to the building principal.
- Orders all equipment and maintains a current inventory of all athletic equipment.
- Advises and ensures all coaches conform with Board, IHSA, IESA, league policies and regulations and with state and federal laws.
- Ensures all coaches have successfully completed required in-service programs.
- Supervises and is responsible for preparation for home contests.
- Provides leadership for and serves as liaison to school athletic boosters and coordinates, with the coaches, the support group for specific athletic programs.
- Supervises hallways, lunchroom, parking lot, and dances.
- Maintains high standards of student conduct and enforces discipline as necessary, according to the due process rights of students.
- Maintains a safe campus including book bag and metal detector checks.
- Other duties as assigned by the Superintendent and or his/her designee.

Salary

Salary will be regionally competitive and will be negotiated with the final candidate based upon their experience and education. Medical, Dental and Vision Benefits.

Applicants should apply online through the district website at www.libertyschool.net

Additional questions should be directed to: Dr. Kelle Bunch, kelle.bunch@libertyschool.net