

<b>Position Title:</b>	Athletic/Activities Director
<b>Contract Length:</b>	12-Month
<b>Reports To:</b>	Building Principals
<b>Status:</b>	Part-Time, Supervisory
<b>Compensation:</b>	Stipend per the GFT—CBA (\$5,685.88 for 2017-18)
<b>Fair Pay Act Classification:</b>	Non-Exempt
<b>Policies and Procedures:</b>	<u>Galena USD #120</u> : Board Policies, Position Description, Student-Parent Handbook, and Extra-Curricular Activity Code <u>Illinois High School Association (IHSA)</u> : Constitution, By-Laws, Terms and Conditions, and Administrative Procedures, Guidelines, and Policies

**1. GENERAL EXPECTATIONS**

- 1.1 Follow all policies and procedures as listed above.
- 1.2 Use tact and good judgement in relations with parents, fans, and the general public.
- 1.3 Work in a collegial manner with teachers/coaches/directors/sponsors when conflicts arise.
- 1.4 Work in a collegial manner with other schools' athletic directors and administrators.
- 1.5 Provide necessary information to other schools (e.g., rosters, entry fees).
- 1.6 Assist the principals with the evaluation of coaches.
- 1.7 Maintain records of results of all athletic contests.
- 1.8 Maintain inventory records of all athletic uniforms and equipment.
- 1.9 Maintain the IHSA School Center website.
- 1.10 Maintain the athletics links on the District website with accurate, up-to-date information.
- 1.11 Produce a weekly email correspondence to communicate upcoming events to the general public.
- 1.12 Correct any unsafe conditions and practices and report all potential hazards to the principals.
- 1.13 Secure a bid for athletic training services to be presented annually to the Board.
- 1.14 Ensure concussion protocols are updated per IHSA guidelines.
- 1.15 Review the Extra-Curricular Activities Code annually and present recommendations to principals.
- 1.16 Satisfy any other duties as assigned by the principals.

**2. SCHEDULING**

- 2.1 Schedule non-conference high school games/meets/matches and officials/referees/umpires.
- 2.2 Schedule middle school games/meets/matches and officials/referees/umpires.
- 2.3 Confer with building principal regarding possibly cancelling or postponing events
- 2.4 Reschedule games/meets/matches and officials/referees/umpires when postponements occur or work with the conference scheduler and assignment chairperson to accomplish this task.
- 2.5 Schedule ticket-sellers, ticket-takers, scorekeepers, clock operators, announcers, etc., for all home games/meets/matches.
- 2.6 Schedule Press Day at the beginning of the fall, winter, and spring seasons.
- 2.7 Coordinate and supervise all IHSA state series events when hosted by Galena High School.
- 2.8 Create and maintain gym and field usage schedules for practices and games.

**3. MEETINGS**

- 3.1 Attend all high school conference athletic director meetings.
- 3.2 Attend all middle school conference athletic director meetings.
- 3.3 Attend Booster Club meetings.
- 3.4 Attend other meetings as necessary to represent the athletic/activity interests of Galena USD #120.
- 3.5 Convene an all-coaches' meeting at the beginning of each school year to communicate expectations and information via a detailed agenda.

**4. SUPERVISION**

- 4.1 Supervise all high school, varsity, home athletic events. Scheduling conflicts must be discussed and resolved with the principals.
- 4.2 Follow a written protocol for welcoming visiting teams and officials/referees/umpires into our buildings and facilities.

**5. BUDGETING**

- 5.1 With input from the principals, determine line-item budgets for athletics/activities for equipment, supplies, uniforms, medical supply inventory, officials/referees/umpires, entry fees, etc.
- 5.2 Communicate annual line-item budgets to the superintendent by June 1 of each year.
- 5.3 Submit purchase orders for all athletic/activity-related line-items to respective principals.
- 5.4 Communicate weekly needs for issuing checks to the District Office.

**6. TRANSPORTATION**

- 6.1 Communicate schedules with the Transportation Director at the beginning of each season.
- 6.2 Follow-up with the Transportation Director at the beginning of each week to confirm schedules and, when needed, changes to schedules.

**7. AWARDS AND SENIOR RECOGNITION**

- 7.1 Maintain an inventory of athletic letters, pins, and certificates.
- 7.2 Maintain an awards database to ensure students receive the appropriate awards.
- 7.3 Recognize seniors at an assembly in the spring.
- 7.4 Prepare recognition fliers and order flowers for Senior Recognition Nights.

**8. WORK ENVIRONMENT AND PHYSICAL DEMANDS (OSHA/ADA)**

The duties of this position are principally performed in an office or athletic venue. The physical duties of this position require sitting, walking, bending, standing, writing, typing, and driving. Office duties typically require filing, copying, maintaining office equipment, and viewing a computer screen. The ability to lift and move items weighing up to thirty (30) pounds is required.

**9. SPECIAL MENTAL DEMANDS (OSHA/ADA)**

The duties of this position require:

- 9.1 Judgement and sensitivity to the needs of students, co-workers, visitors, and outside contacts.
- 9.2 Mental acuity, including quantitative, spatial, verbal, and interpretive skills.
- 9.3 Developed oral communication skills and persuasive abilities.
- 9.4 The ability to perform effectively under conditions of changing and competing priorities, short deadlines, and recurring multi-tasking activities and high-intensity interpersonal contacts.
- 9.5 The ability to deal effectively with conflict situations, including angry or potentially angry students, faculty, staff, parents, and/or other contacts, as required.

**STAFF MEMBER ACKNOWLEDGEMENT**

1. This Position Description has been discussed with me, and I have received a copy it.
2. I understand that this Position Description is a summary of the basic purposes, duties, functions, responsibilities, and expectations of this position and is not intended to serve as a detailed task listing.
3. I understand that the omission of a specific work task or duty assignment does not exclude them from the expectations of this position if the work is similar, related, or a logical assignment consistent with the purpose of this position.
4. I understand that this Position Description does not constitute an employment agreement or contract, and that this Position Description may be changed by the employer as the needs of the employer and the requirements of the position change.

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Athletic Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
GHS Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
GMS Principal Signature

\_\_\_\_\_  
Date

The original should be submitted by the District Office for placement in the employee's personnel file. Copies should be given to the athletic director and both principals.