

**ROCKFORD BOARD OF EDUCATION**  
**Job Description**

**JOB TITLE:** Assistant Principal of Athletics and Facilities

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**JOB CODE:** 7050

**DEPARTMENT:** Administration

**SUPERVISOR:** Building Principal

**DATE:** June 16, 2011

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**SUMMARY:**

Assists Building Principal in all facets of the athletic department and programs, including the monitoring of school athletic budgets/expenditures. Assumes responsibility for functions of building principal in his/her absence. Administers student personnel program and counsels students relative to educational and co-curricular activities. Reports directly to the Building Principal.

**SUPERVISORY RESPONSIBILITIES**

Certified and non-certified staff as designated by principal.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Under the supervision of the Building Principal manages all extracurricular activities, the Athletic Department, and facilities.
2. Supervises the staff within the building Athletic Department.
3. Coordinates with the IT Department to provide appropriate technology related to the Athletic Department and programs.
4. Monitors and evaluates Athletic Department and programs to insure a safe and healthy school environment.
5. Oversees all deliveries to school related to athletics.
6. Evaluates PE and Health staff members in accordance with District procedures and timelines.
7. Assumes any other duties as may from time to time be delegated by the supervisor and the supervisor may make any adjustment in the scope of responsibilities as outlined above.
8. All actions must be in concert with the mission statement, beliefs, objectives, and parameters found in the strategic plan of the Rockford Board of Education.

**EDUCATION/TRAINING**

Master's degree from an accredited college/university and Illinois State Board of Education

Type 75 Administrative Certificate

Training or course work in a variety of research-based techniques/programs

Training or experience facilitating groups and working with adult learners

A thorough knowledge of all IHSA rules, regulations

Experience as an athletic coach

Training or course work in the administration and analysis of assessments and the use of data to guide instructional practice and intervention.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Job requires substantial knowledge and skills relating to the duties and responsibilities identified above, also the ability to work in a diverse client population. Basic knowledge of computers and current technology is needed.

**QUALIFICATIONS:**

Type 75 Administrative Certificate

Master's degree; Experience in public school administration; proven record of providing equity in a public agency or school leadership; Management and leadership skills are adaptable to public relations, human relations, equity principles and planning capability.

This description is written primarily for position evaluation purposes. It describes duties and responsibilities, which are representative of the nature and level of the work assigned to the position. The essential duties are representative and not necessarily all-inclusive.

**LENGTH OF WORK:** 12 months

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Approved

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Date