

**ROCKFORD BOARD OF EDUCATION
JOB DESCRIPTION**

Job Title: Director of Athletics, Activities and Program Development

JOB CODE: 7200

Department: Administration

Supervisor: Assistant Superintendent for Schools

Date: July 1, 2013

Summary:

The Director of Athletics, Activities and Program Development administers the District Athletic programs and provides leadership with site administrators of athletics, coaches, and programming. He/she provides leadership, guidance, coordination, teaching and supervision of District extra- and co-curricular athletic programs, including articulation between elementary, middle, and high schools. The Director schedules time, facilities, and supervision to promote maximum effectiveness of the school's and student's needs in accordance with established policies and procedures. The Director will strive to increase student participation in athletics and activities at the elementary, middle, and high school level. He/she will develop additional programs to increase the community profile of District 205 athletics and activities as well as increased revenue by developing community based sponsorships and fundraisers.

SUPERVISORY RESPONSIBILITIES:

Assists the site principals in the supervision and evaluation of site administrators assigned to athletics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists in planning, supervising, and coordinating effective, comprehensive, and equitable athletic activities for all students in the secondary schools, including extra- and co-curricular athletic programs and forming the District athletic calendar.
2. Assists principals and site administrators assigned to athletics in planning transportation to meet scheduled events, supervision of eligibility requirements, maintenance of athletic financial records, coordination of facilities use and maintenance, employment of officials as required, coordination of high school physicals, and coordination of special programs, tournaments, etc.
3. Responsible for accurate and timely implementation of procedures involving ticket sales, security, contracts, and related activities at school programs, i.e., athletic events, tournaments, etc.
4. Annually measure student participation rates in all athletics at the elementary, middle school, and high school level. Collect and report data.
5. Monitor the academic performance of all student participants in athletics and activities. Collect and report data.
6. Increase programs and student participation rates in athletics and activities at the elementary, middle school, and high school level.

7. Responsible for assuring the site administrators assigned to athletics collect, maintain, and report building athletic data regarding equity compliance, student participation, the collection of intramural and participation fees, and student waivers. This evaluative data will be reported to the site administrators assigned to athletics and site principals on a regular basis.
8. Leads in the area of fund raising by securing monetary support from the public. Actively participates as liaison to community groups. Actively works to generate advertising revenue at the District's athletic venues.
9. Participates in public relations and in school publicity matters. Develops communication for district public releases as appropriate. Contributes to schools' relationship with the community.
10. Responsible for professional growth activities, including membership in professional associations, attendance at conventions, participation and teaching in professional workshops, etc.
11. Participates in meetings as required for District coordination, implementation, and improvement of the District's athletic program.
12. Assists in recruiting, interviewing, screening, and recommending qualified person to fill extra-curricular athletic openings.
13. As a certified coach, leads in preparing, revising, and distributing District and State codes of conduct for athletes and coaches. Upholds rules and regulations as adopted by the IHSA. Serves as the District's liaison to the IHSA.
14. As a certified coach and teacher, exhibits a thorough knowledge of the NCAA Clearing House requirements for graduating athletes as it relates to college admittance standards. Furthermore, works closely with the District Director of Counseling to ensure NCAA requirements are up to date.
15. Works closely with coaches, administrators, site administrators assigned to athletics, etc., to ascertain athletic needs and to provide for these needs within the constraints of the budget including review of requisitions for professional supplies, equipment, etc. at the high school level.
16. Conducts periodic review and evaluation of the athletic programs and staff, including staffing allocations, making such changes and recommendations for change as appropriate.
17. Attends building, District, and other meetings as required.
18. Supervises, monitors, and audits stadium/facilities account.
19. Assists the middle school coordinators in the development and coordination of the Intra-City Competitive Sports Program.
20. Secures medical coverage for all major events.
21. Coordinates the Rockford Elementary Basketball Association (REBA) program.
22. Coordinates all major District events in concert with the appropriate District personnel.
23. 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 which will be in the best interest of the school district.
24. All administrative actions must be in concert with the mission statement, beliefs, objectives, and parameters found in the strategic plan of the Rockford Board of Education.
25. Model, lead, and teach coaching sessions with students in grades 1 through 12.

26. Model, lead and teach coaching professional development for coaches for grades 1 through 12.
27. Exhibit highly-developed people skills that will facilitate effective communication with educators.

EDUCATION/TRAINING:

Previous successful experience as a certified coach.

A thorough knowledge of all IHSA rules, policies, and regulations governing IHSA sanctioned athletic programs.

A thorough knowledge of the NCAA Clearing House requirements for graduating athletes as it relates to college admittance standards.

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

Training or experience in facilitating groups and working with adult learners.

Certified Teacher training to implement professional development programs for students and coaches.

LENGTH OF WORK: 12 Months

QUALIFICATIONS:

The incumbent must show demonstrated success in providing staff development using best practices for coaching. He/she must also demonstrate success in working with adults and a working knowledge of adult learning theories and familiarity with word processing, Excel, Microsoft Outlook, and PowerPoint. The successful candidate is an individual who must be able to carry out each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or ability required.

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

Approved

Date