

**TITLE:** High School Assistant Principal /Activities Director

**QUALIFICATIONS:**

1. Master's Degree
2. Professional Educator License with General Administrative Endorsement
3. Demonstrated ability to communicate, make decisions, and relate to staff, students, parents, and the public.
4. Ability to Evaluate Certified Staff
5. Such alternatives to the above qualifications as the Board may find appropriate.

**REPORTS TO:** High School Principal

**CENTRAL OFFICE OVERSIGHT:** Superintendent of Schools

**Job Goal:** To assist the principal with such routine duties fulfilling his or her chief responsibility of promoting the educational well-being of each student in the school.

Is responsible for the oversight for all athletic programs, activities and facilities and coordinates all events. The director is responsible for ensuring compliance with all IHSA, IESA, and Title IX regulations, administering departmental funds and accounts in a fiscally responsible manner, and sustaining a culture of sportsmanship, professionalism, and respect at all levels.

**SUPERVISES:** Professional and support staff personnel as directed by the building Principal, District coaches, support staff, athletic ticket manager, and volunteers involved in the District's athletic programs.

**PERFORMANCE RESPONSIBILITIES:**

The Assistant Principal/Activities Director shall:

1. Assists the Principal in the overall administration of the school and serves as Principal in the absence of the Principal.
2. Implements the standards and indicators reflected in the Illinois Performance Standards for School Leaders.
3. Counsels with students, parents and staff as necessary.
4. Assists the Principal in the evaluation of certified and non-certified staff.
5. Assists in maintaining discipline throughout the student body and deals with special cases as necessary. Is the administrative agent for the emotional and behavior disorder (EBD) program.
6. Participates in and monitors student Individual Education Plan development.

7. Have oversight responsibility for all District athletic programs in cooperation with building principals.
8. Shall work with all coaches, making suggestions thought to be advisable, and be available to offer advice and help upon request.
9. Remain current on and ensure implementation of all District policies governing extracurricular activities and the rules and regulations of the Illinois High School Association (IHSA), the Illinois Elementary School Association (IESA), and affiliated athletic conferences.
10. Assume leadership in the process for selecting, assigning, and dismissing athletic personnel.
11. Meet with each head coach prior to and at the conclusion of his/her season for purposes of reviewing and clarifying procedures, expectations, and accomplishments.
12. Assume responsibility for the organization and scheduling of all high school athletic events and overseeing the scheduling of junior high school athletic events.
13. Coordinates all events held in the Field House.
14. Assume the responsibility to provide for supervision of home events including the scheduling of all ancillary personnel and services (e.g. physicians, security, trainer, ambulances, ticket and gate personnel, timers, officials, announcers, concessions, pre-game and half-time programs, bands, etc.)
15. Arrange for transportation, meals, and lodging for high school and junior high school athletic events as needed.
16. Assume responsibility for the evaluating and hiring of all contest officials for the high school and oversees this for the junior highs.
17. Ensure that all athletic facilities and equipment are ready for play on the scheduled day and at the scheduled time of the event including but not limited to cleanliness, floor/field preparation, lighting, score board operation, sound system, ticket sales, concessions, crowd control, pre-game/half-time programs, and security.
18. Accommodate the logistical needs of visiting teams as needed.
19. Review each student-athlete's weekly academic eligibility in keeping with District policy and maintain such records.
20. Ensure that prior to participating in practice or play each student-athlete (a) has passed an acceptable physical examination, (b) is academically eligible, (c) ~~and~~ has proof of insurance and (d) has paid participation fees.

21. Serve as a member of the District-wide Discipline Committee for purposes of offering guidance and recommendations of the Athletic Code of Conduct.
22. Keep the building principals informed of emerging athletic issues and/or concerns.
23. Prepare and manages the athletic budget in keeping with central office guidance.
24. Requisition athletic supplies and equipment in keeping with the approved budget.
25. Shall require all head coaches to file a complete inventory of equipment and supplies at the close of their sport season.
26. Schedule district facilities for athletic practices and events.
27. Serve as the District's liaison with the Galesburg Parks and Recreation and other community-based recreational agencies or interest.
28. Serve as the District representative at Conference meetings unless otherwise directed.
29. Serve as the public information officer on all matters relating to athletics.
30. Coordinate and supervise a uniform method of athletic awards.
31. Arrange for and maintain a record of all athletic contest contracts, eligibility lists, sanctions, entry fees, etc.
32. Have oversight responsibility of athletic ticket sales.
33. Monitor and approve all athletic fundraising campaigns. Ensure that all funds are placed in school activity accounts.
34. Serve as the district representative to athletic booster organizations providing leadership and guidance as they seek to support the District's athletic programs.
35. Supervises student athletic and extra-curricular events during the school day and after hours.
36. Assume other such duties as assigned by the High School Principal.

This position is EXEMPT (overtime) according to State Law and the Fair Labor Standards Act (FLSA).

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 Superintendent

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Incumbent

\_\_\_\_\_  
 Date