

Position Title: District Athletic Director
Location: Palestine CUSD #3
Reports to: Building Principals/Superintendent

SUMMARY

This position is responsible for providing each enrolled student of appropriate grade level an opportunity to participate in an extra-curricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

DUTIES

1. Organizes and administers the overall program of extra-curricular athletics for the district
2. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff Members
3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program
4. Assumes responsibility for the organization and scheduling of all interscholastic events
5. Hires officials, team physicians, and policemen as required, and assumes general responsibility for the proper supervision of home games
6. Arranges transportation for athletic contest participants
7. Arranges provision for meals for athletics, coaches, and cheerleaders when opponent is 50 miles or more from a district boundary line
8. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities
9. Establishes the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility
10. Prepares and administers the athletic program budget
11. Requisitions program supplies and equipment
12. Supervises all ticket sales and fund-raising events of the athletic program, and assumes responsibility for the proper handling of the funds
13. Arranges all details of visiting teams' needs, including lodging, meals, towels, gymnasium services, and field assistance as appropriate
14. Makes arrangements for non-school use of playing fields and facilities
15. Arranges field and gym practice schedules
16. Provides for the physical examination of all athletes prior to the beginning of each season
17. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims
18. Keeps records of the results of all building level athletic contests, and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships
19. Responsible that all athletic equipment is safe and available for student athletes and equipment is properly repaired and maintained
20. Responsible for ensuring that all playing areas are maintained in a safe condition
21. Instructs coaches on potential hazards and liabilities associated with their coaching assignments

22. Assists in the supervision of students during athletic events
23. Communicates with parents to maintain a positive and safe climate with the community
24. Other duties as assigned by administration or board of education

QUALIFICATIONS

1. Illinois Educator License
2. Successful coaching and teaching experience preferred
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

SCHEDULING

Regular working hours are 7:45 a.m. to 3:30 p.m. Monday through Friday. Schedule may vary based on school district needs and supervision of extracurricular activities. Evening and weekend events are common and should be expected.

TERMS OF EMPLOYMENT

Stipend position

EVALUATION

Annually by the Building Principal or Superintendent

STIPEND AMOUNT

\$5,821.00

APPLICATION:

To apply submit your resume, cover letter, references, transcript, and college credentials to:

Palestine CUSD #3
c/o Applications
PO Box 144
Palestine, IL 62451

Credentials may also be e-mailed to jessica.sisil@palestine-pioneers.net

For additional information or inquiries contact:

Palestine Grade School
Jessica Sisil, Palestine Grade School
205 S. Washington St.
Palestine, IL 62451
618-586-2712 jessica.sisil@palestine-pioneers.net