

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Director of Athletics

**Supervisor:** Superintendent /HS  
Building Principal

**FLSA Status:** Exempt **Employee Group:** Administrative

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#### Qualifications:

1. Valid Illinois Professional Educator License with Administrative Endorsement
2. Master's Degree in Education Administration
3. At least three years of successful teaching experience
4. Significant coaching experience
5. Ability to work with all stakeholders in a respectful and dignified manner

#### Terms of Employment:

- Twelve (12) month contract
- Twenty (20) Vacation days
- Significant amount of nights and weekends

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Administer and manage the Athletic Program in a manner that is within Board policy and consistent with established District procedures and IHSA rules and regulations.
2. Submit personnel recommendations to the Superintendent concerning appointment, retention, promotion, and evaluation and assignment of coaching staff.
3. Lead the development and implementation of a comprehensive interscholastic Athletic Program.
4. Stimulate and maintain high staff morale by appropriately involving the staff in the planning and operation of the Athletic Program.
5. Consistently evaluate the academic and athletic achievements of the program and plan improvements based on District Mission and Beliefs.
6. Play a key role in developing, promoting, and modeling principles of good sportsmanship.
7. Coordinate, update, and administer District TARGET Policy.
8. Actively promote continuing participation of athletes from middle school and work toward development of skill sequences in the middle school leading to high school participation.

9. Keep current with best practices and requirements as they relate to your job assignment.
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.