

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Middle School Athletic Director

Supervisor: Building Administrator
District Athletic Director

FLSA Status: Non-Exempt **Employee Group:** Differential

Qualifications:

1. Middle School Employee
2. Previous experience in coaching preferred

Terms of Employment:

- Year to Year Contract
- Differential

Duties and Responsibilities:

1. Organize and administer all athletic programs for boys and girls at the middle school. This includes the objectives and skills leading to high school participation.
2. Be responsible for budgeting for middle school athletics and the recommendation of types and amount of equipment and supplies to the district athletic director.
3. Be responsible for proper public relations related to the athletic program.
4. Be responsible for establishing good athletic relations among schools with whom Harlem Schools compete. Be responsible for need of visiting teams as appropriate; meals, dressing rooms, and towels.
5. Play a key role in developing and promoting principles of good sportsmanship.
6. Contract with all athletic officials and initiate requisitions for their payment.
7. Schedule and contract for all middle school contests in athletics with careful attention to district school calendars.
8. Arrange for all middle school transportation for athletics and also for practice sessions involving transportation. Arrange for needs for coaches and athletes when distance and time necessitate such.
9. Represent the Harlem High School at all home and away contests, where possible, and represent the school at conference and state meetings.
10. Coordinate and arbitrate inner school and inner district conflicts relating to the use of gyms, fields, rooms, and practice areas.
11. Supervise the care and upkeep of all district athletic equipment.
12. Follow district athletic training rules and regulations and promote equitable administrative thereof.
13. Be directly responsible for district adherence to IESA/IHSA rules and regulations and make sure that athletes are eligible and that proper eligibility lists are issued on schedule.
14. 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.

15. Enforce rules and regulation governing conduct of athletic activities.
16. Keep current with best practices and requirements as they relate to your job assignment.
17. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
18. Represent the Harlem Consolidated School District in a professional manner.
19. Utilize an appropriate range of strategies and resources encompassing all forms of diversity while promoting equity and inclusion.