

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Weight Room Supervisor

Supervisor: District Athletic Director

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

Qualifications:

1. Valid Illinois Professional Educator License or meet current IHSA eligibility regulations for coaches
2. Previous experience in coaching or participation in sport preferred
3. AED/CPR certified

Terms of Employment:

- Differential
- Year to Year Contract

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. Check with Athletic Director on regular basis to report condition of weight room and overall cleanliness of the facility.
2. Work closely with Physical Education Chair and Head Coaches.
3. Prompt attendance, at least 15 minutes prior to start of session.
4. Inspect weight room for cleanliness and identifying faulty equipment.
5. Assume responsibility for care of equipment and facilities.
6. Prepare documentation for attendance purposes for all coaching staffs.
7. Provide training documents that coaches provide for in-season and off-season work-outs.
8. Organize, train, and implement physical education curriculum.
9. Assume supervisory control over athletes including discipline when necessary.
10. Provide regular scheduled sessions that meet the needs of all athletic teams.
11. Keep current with best practices involving lifting and cardiovascular conditioning which supports the goals of each athletic teams' needs.
12. 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.