

ILLINOIS LUTHERAN SCHOOLS, INC. (ILS)

Position Description Activities Director

Adopted: July 16, 2007
Revised: September 20, 2010
August 18, 2014

Qualifications:

1. The Activities Director (AD) of Illinois Lutheran Schools, Inc. (ILS) must be eligible for a Divine Call and have the recommendation of the President of the Southeastern Wisconsin District of the Wisconsin Evangelical Lutheran Synod.
2. He shall have the ability to provide leadership in the area of student activities and athletics that is innovative and future oriented, in order to develop the talents and utilize the resources of the entire ILS family.
3. He shall be a good communicator who possesses warmth, understanding, and firmness in dealing with students, parents, and others connected with the school.
4. It is recommended that he have a minimum of three years administrative experience (preferably in the areas of student activities and athletics) with a desire to manage the co-curricular activities of ILS.
5. It is desirable that he possess a master's degree in the area of athletic administration.

Accountability:

1. The Activities Director shall be accountable to the ILS Superintendent.
2. He shall report and work jointly with the ILS Superintendent, JHS/HS Principal, and the ES Principal in the discharge of his duties.

This position description shall be reviewed by the Board of Directors in the regular policy review cycle and as the position needs to be filled.

Duties and Responsibilities:

The specific duties and responsibilities of the AD include, but are not limited to the following:

1. The AD shall work with the ILS Superintendent towards completion of the master calendar.
2. The AD shall coordinate and administer all athletic co-curricular activities at ILS. This includes but is not limited to:
 - a. organizing existing resources and personnel to maintain and strengthen the quality of

- Christian education in the athletic program, while relating a Christian philosophy to its day-to-day practices and procedures
- b. being responsible for establishing and maintaining a well-balanced interscholastic athletic program which would include reviewing current programs and needs
 - c. coordinating the development of all policies and procedures of the athletic department
 - d. serving as the school's representative to the various athletic conferences and associations to which the school may belong by attending conference meetings or making provisions for a substitute representative, being prepared to serve on various conference or association committees, and communicating pertinent information from conferences and associations to the coaching staff, Superintendent, and Board of Directors
 - e. oversee and be knowledgeable of the activities in each interscholastic sport by observing coaching technique and coach's rapport with athletes, being aware of amount of practice time and scrimmages, etc
 - f. facilitating the smooth operation of existing interscholastic sports by:
 - i. preparing sports schedules well in advance by developing and publishing practice and game schedules with coaches input
 - ii. contracting with other schools for athletic contests and officials for home contests
 - iii. making transportation arrangements for all away contests
 - iv. making provisions for support personnel including – ticket takers, hallway supervisors, scorekeepers, timers, bus chaperones, contest managers, faculty supervisors, etc
 - v. providing for publicity of the interscholastic sports programs through publications, news media contacts, printing and distributing of schedules
 - vi. promoting and coordinating summer camps for each sport
 - g. making provisions for the care and maintenance of athletic equipment
 - h. working cooperatively with the Physical Education Department to make effective use of equipment and facilities
3. Bring recommendations to the ILS Superintendent, for review by the Board of Directors, when determining coaching assignments. Interview and contract all coaches.
 4. He is responsible for the supervision of coaching assignments and is to encourage the professional growth of the coaching staff.
 5. He shall coordinate and administer all non-athletic co-curricular activities at ILS. This includes but is not limited to:
 - a. being responsible for establishing and maintaining a well-balanced program which would include reviewing current programs and needs, developing an annual budget and overseeing expenditures of that budget
 - b. coordinating the development of all policies and procedures of the department
 - c. bring recommendations to the ILS Superintendent, for review by the Board of Directors, when determining activity assignments
 - d. interview and contract all activity advisors

- e. supervising activity assignments and encouraging the professional growth of the activity advisor staff
6. He shall coordinate and communicate the use of ILS facilities and property.
7. He shall work in conjunction with the Property and Grounds committee concerning the upkeep of the athletic fields and gymnasium.
8. He shall be an Advisory Member of the ILHS Boosters.
9. The Activities Director shall work with the ILS Superintendent and the Finance Committee of the Board of Directors in developing and submitting an annual co-curricular budget, and oversee expenditures in conjunction with all facility and co-curricular personnel contracts/expenses.
10. He shall share in the various supervisory assignments expected of all staff members.
11. He shall supervise as delegated by the ILS Superintendent any allocated support staff.
12. The teaching load for the Activities Director shall be no more than 4 classes per semester.
13. The Activities Director may only participate in a co-curricular activity at ILS, at the discretion of the administration, in order to provide sufficient time and energy toward the duties and responsibilities of this position.

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