

ILLINOIS LUTHERAN SCHOOLS, INC. (ILS)

Ministry Description

Assistant Activities Director

Adopted: May 17, 2010

Revised: August 18, 2014; March 20, 2017

Qualifications:

1. The Assistant Activities Director (Assistant 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 hold to and carry out his calling as outlined in 1 Timothy 3:10,12-13 and Titus 1:5-9, and in this position description.
3. He shall have membership in a Wisconsin Evangelical Lutheran Synod (WELS) congregation and be faithful in worship (Hebrews 10:19-25), in study of God's Word (2 Timothy 3:14-17), and in service to the congregation (Galatians 6:10).
4. He shall be willing to provide assistance to the Activities Director (AD) in the area of student activities and athletics in order to develop the talents and utilize the resources of the entire ILS family.
5. He must possess good organizational, communication, and reporting skills. He must also be knowledgeable in the use of Microsoft Office software in order to carry out his duties and responsibilities.
6. Previous experience is not required for the Assistant AD.

Accountability:

1. The Assistant AD shall be accountable to the ILS Activities Director and Superintendent.
2. He shall serve as an advisory member on the Co-Curricular Committee of the ILS Board of Directors.
3. He shall report to and work with the ILS Activities Director in the discharge of his duties.

This position description shall be reviewed by the ILS Superintendent in consultation with the ILS Activities Director and 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 Assistant AD include, but are not limited to the following:

1. The Assistant AD shall continually monitor the master calendar and advise the Activities Director of potential scheduling conflicts.
2. The Assistant AD shall assist the Activities Director in facilitating the smooth operation of existing interscholastic athletics and the groups that support them at ILS by:
 - a. organizing and maintaining records of the student athletes including physical forms, athletic fees, emergency contact information, participation consent forms, code of conduct forms, IHSA drug testing consent forms, and coaches information packets
 - b. being responsible for athletic awards including criteria, recording annual achievements for each athlete, and maintaining appropriate inventories
 - c. maintaining an accurate database of individual and team records for each sport
 - d. assisting the Activities Director when necessary in confirming officials for home contests, making transportation arrangements for away contests, supervising support personnel, and being present at home athletic events
3. The Assistant AD shall assist the Activities Director in facilitating all non-athletic, co-curricular activities at ILS by:
 - a. under the direction of the ES principal, coordinate academic activities for the JHS including SpBAM, Geography Bee, Spelling Bee, Forensics, and Battle of the Books
 - b. being responsible for awards including criteria, recording annual achievements for each participant, and maintaining appropriate inventories
4. He shall share in the various supervisory assignments expected of all staff members.
5. The teaching load for the Assistant Activities Director shall be no more than 6 classes per semester.
6. The Assistant Activities Director will serve as the Activities Director and carry out the duties and responsibilities of the Activities Director if for any reason he is unable to perform his duties which may include any co-curricular activities that the Activities Director is directly involved in.
7. The stipend associated with the duties and responsibilities of the Assistant Activities Director is \$1,000 annually.