



JOB DESCRIPTION

Position Title: Athletic Director

Position Summary: The School Athletic Director is to have the oversight of the athletic programs for all school sports including supervision of all personnel in developing and maintaining a viable program. This position supervises school coaches, parent volunteers, student athletes and high school sporting events. This position is responsible to support fundraising activities to support and grow Athletic programs at IFS. This at will position shall require scheduling and administration for AD responsibilities; along with 1-2 teaching blocks and lunch, prayer and advisory duties.

Reports to: Principal

Essential Duties and Responsibilities:

A. Supervision

- Supervise all school head coaches providing direction and advice
- First line intervention with coaches, student athletes, parents of athletes, and spectators
- Encourages and instructs athletes, students and fans in good sportsmanship
- Arrange yearly sensitivity training for all coaches and players.
- Ensure that all coaches are signing in and out for time spent on coaching activities for IFS

B. Planning

- Plan School athletic programs for the entire year in relation to IHSA regulations and IFS school annual calendar
- Approve coach's scheduling of athletic events.
- Participate with other league athletic directors in planning, coordinating and implementing league games, events and activities
- Advise and coordinate with IFS Administration and PE teachers and other coaches
- Work closely with IFS Dean, Student Affairs and School Operations ensuring all school athletic events are on the master school calendar.
- Work in coordination with IFS Administration to plan high school athletic travel, including travel dates, numbers for travel, departure and return times

C. Staffing

- In consultation with the Dean, makes recommendations for the hiring of high school head coaches
- Assist high school head coaches in the selection of assistant coaches and volunteers
- Provide for orientation, direction and training of high school coaches
- As a servant leader, help the coaches succeed in their programs

D. Administration

- Compile, verify, and send all IHSA eligibility reports including all hardship requests for eligibility to IHSA
- Remain current on all rule and eligibility changes within IHSA and League and keep all coaches informed



- Maintain file of student athlete records such as physical examination forms; rosters; eligibility forms; accomplishments and awards
- Order all letters and sports awards needed through recommendation from each head coach
- Plan and provide for all officials for school athletic events
- Management of all athletic gear; schedule practices and competition facilities and location; maintain athletic equipment and recommend purchase and replacements
- Provides updates and reports on Athletics performance and statistics to IFSC and Administration on a regular basis

E. Business and Financial Responsibility

- In collaboration with coaches from each sport provide superintendent a yearly program budget
- Arrange game gate attendants; manage and deposit gate money with IFS business office.
- Works with the Dean for the development and implementation of state tournament budget, monies and arrangements

F. Fundraising

- Develop and implement a comprehensive marketing strategy including but not limited to a booster club, local business advertisement, fund raising and overall branding.

G. Public Relations

- Serve as the spokesman and promoter of athletics at Islamic Foundation School
- Coordinate and assist visiting teams and arrange for needed services
- Schedule and plan for sports awards programs at the end of school year.

H. Gym Management

- Manage Gym usage with school, community activities, Athletics to ensure maximum efficiency
- Coordinate and manage all reservations for gym usage for non-school activities and ensure that accessibility is coordinated for the reservation and usage.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Qualifications

- **Educational:** Bachelor degree in related field is required.
- **Spiritual:** Displays a strong personal faith in Islam impacting the entire athletic program.
- **Personal:**
 - Ability to work and cooperate with other staff members, parents, and students
 - Must possess administrative skills and possess and convey leadership qualities
- **Professional**
 - Must be self-motivated and well organized
 - Needs to portray experiences in the areas of Physical Education, athletics, scheduling, and coaching skills