



# River Bend Community Unit School District #2

Darryl Hogue, Ed.D., Superintendent  
River Bend District Office  
1110 3<sup>rd</sup> Street ♦ Fulton, IL 61252

dhogue@riverbendschools.net  
Ph: 815-589-2711 ♦ Fax: 815-589-4630  
www.riverbendschools.org

***PLEASE POST***

\*\*\*\*\*

***POSITION AVAILABLE***

\*\*\*\*\*

FULTON HIGH SCHOOL

**ASSISTANT PRINCIPAL / ATHLETIC DIRECTOR**

**To begin the 2024-25 School year  
(Job Descriptions attached)**

**APPLY TO:**

Mr. Jeff Parsons, Fulton High School Principal  
Dr. Darryl Hogue, Superintendent

**DEADLINE**

**March 8, 2024 (Internal)  
March 22, 2024 (External)**

cc: Jeff Parsons  
Craig Hafner

2/28/2024

## River Bend Community Unit School District #2

### Job Description

<b>Title:</b>	Assistant Principal/Athletic Director (see attachment for AD job description)
<b>Qualifications:</b>	<ol style="list-style-type: none"><li>1. Verification of valid Illinois Teaching Certificate, successful teaching experience, type 75 certificate preferred</li><li>2. Good health, subject to physical exam, and citizen of the United States.</li><li>3. Desire to serve students and district</li><li>4. Successfully complete teacher evaluation certification process</li></ol>
<b>Reports to:</b>	Fulton High School Principal and Superintendent
<b>Supervises:</b>	Fulton High School Students
<b>Job Goal:</b>	Maintain safety of students and staff in the building through supervised discipline and improve teaching and learning by maintaining an environment conducive to learning.

**Performance Responsibilities:** The assistant principal/athletic director will:

1. Ensure safe environment conducive to learning through monitoring and management of student discipline.
2. Assist principal with student discipline matters. This may include parent conferences, home visits and/or referrals to appropriate authorities.
3. Assist principal with student attendance matters. This may include parent conferences, home visits and/or referrals to the appropriate agencies.
4. Comply with legal requirements as specified in the School Code of Illinois.
5. Keep the Superintendent and other members of the District leadership team appropriately informed of the school's activities, problems, or unusual events.
6. Serve as district representative at IHSA meetings.
7. Establish and maintains an effective learning climate in the school to enable students to maximize their potential.
8. Work with students, when necessary, in solving individual personal problems, which may include referrals to various social agencies.
9. Maintain necessary student records and protect record confidentiality.
10. Assist in the recruiting, screening, hiring, training and assigning the school's professional staff.
11. Supervise and counsel all school personnel, providing assistance and making evaluations regarding individual performance.
12. Assist in the development of methods for evaluating student progress toward School Improvement goals and objectives and comply with assessment and support requirements for state exams, RTI, and IDEA.
13. Prepare and/or update the parent-student and teacher handbooks each year.
14. Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
15. Supervise academic and non-academic events scheduled to take place at the school.
16. Communicate with parents, faculty, and administration concerning pupil progress in regards to attendance, personal problems, special education referrals and academic matters.
17. Work as an advocate for suspected cases involving student neglect and/or abuse. This may include parent conferences, home visits and/or referrals to appropriate agencies.
18. Attend, as available, the Teacher Assistance Team Meetings. This team discusses student academic interventions and makes referrals to the Bi-County Special Education Cooperative for testing.
19. Assist in the implementation of programs and services for the students of Fulton High School, in cooperation with the principal and/or Teacher Assistance Team (TAT).
20. Work with students on an individual basis in the solution of academic problems.
21. Attend, as available, the Principal Cabinet Meetings.
22. Serve on committees assigned by the principal, superintendent or the Board of Education.
23. Perform any other duties as assigned by the Principal or Superintendent.
24. Budget school time to provide for efficient school instruction and business.

**Risk Management:**

Provide for protective supervision of students, personnel, and general public for freedom of tort producing situations which arise from, but are not limited to:

1. Incidents in parking lots and on campus including playground areas
2. Incidents in the lunchroom
3. Incident occurring during school athletic activities
4. Incident occurring during physical education class
5. Incidents occurring in connection with the transportation of students before boarding, during, and after leaving the school bus
6. Incidents occurring in connection with safety of students from traffic hazards and exposure to related risk
7. Incidents due to acts of fellow students committed both in the classroom and outside the classroom
8. Incidents due to the lack or insufficiency of supervisors before school, during or between class periods, during lunch hours, after school before reaching home, and miscellaneous undetermined times.

**Terms of Employment:** School year when students are in attendance and during athletic contests held during weekends, winter and spring break. 11-month contract August 1st-June 30<sup>th</sup> Salary to be established by the Board.

**Evaluation:** Performance of this job will be evaluated by the superintendent with input from principal annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**River Bend Community Unit School District #2**  
**Job Description**

**Title:** Athletic Director

**Qualifications:**

1. Good health, subject to physical exam and high school diploma, and citizen of the United States.
2. Desire to serve students and district.
3. Demonstrate aptitude or competence for assigned responsibilities.
4. Complete ISBE evaluation coursework or something similar, IADA or NFHS
5. Prefer 75 Administrative Licensure and or leadership training/experience

**Reports to:** Fulton High School Principal; reports to River Bend Middle School Principal when appropriate.

**Supervises:** Head coaches, assistant coaches, employees engaged in ticket sales and assisting during games, game supervisors, and has supervision over each home activity or event.

**Job Goal:** Lead in the promotion of equitable participation in interscholastic athletics and activities that enrich the educational experience for River Bend students.

**Performance Responsibilities:** The athletic director will:

1. Support a philosophy for the total River Bend Athletic Program.
2. Oversee a budget for the Athletic Department.
3. Annually evaluate head varsity coaches and follow-up with any appropriate remediation.
4. Schedule all athletic contests with the cooperation of all coaches.
5. Hire all officials for interscholastic contests.
6. Coordinate all activities between coaches within the staff.
7. Act as liaison between the IHSA and each coach in clarification of rules, interpretations, negotiations, etc.
8. Articulate a plan of action within the athletic department and endeavor to resolve the problem.
9. Oversee a practice schedule for sports/groups using the facilities.
10. Keep records of rosters, won-lost records, summaries of all sports season.
11. Direct all tournaments held during the season and held in post season.
12. Hold conferences and coaches meetings whenever the need arises.
13. Work with the Principal to coordinate activities between the academic and athletic areas of the school.
14. Perform such other duties as assigned by the Superintendent and refer to principal when necessary.
15. Attend Athletic booster's meetings and serve as a liaison between the District and Athletic Boosters.
16. Coordinate School Resource event supervision Hours with HS principal and superintendent.
17. Based on applicants, position may require assigned teaching duties

**Risk Management:**

1. It has been determined that 40% of the Athletic Director's time is spent on Risk Management.
2. Provide for protective supervision of students, personnel, and general public for freedom of tort producing situations.
3. Ensure safety of all athletes and employees through continuous monitoring and supervision of interscholastic activities.
4. Oversee the care and repair of equipment in the total athletic program.
5. Purchase all equipment for the Athletic Department with the cooperation of each coach.
6. Supervise and insure additional supervision of each home athletic contest.

**Terms of Employment:** School year IHSA athletic competition timeframes. Up to 20 additional days may be required for summer activities. Salary to be established by the Board.

**Evaluation:** Performance of this job will be evaluated by the superintendent and building principals annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.