



Jersey Community Unit District No. 100

100 Lincoln Ave. - Jerseyville, IL 62052 / Phone: 618-498-5561 / Fax: 618-498-5265

VACANCY NOTICE FOR SCHOOL YEAR 2018-2019

Head Boys' Tennis Coach Jersey Community High School

Job Summary

Jersey Community High School has an immediate opening for the Head Coach of the Boys' Tennis program. The Head Coach works under the supervision of the building principal and athletic director.

The Head Coach is responsible for directing and coordinating the planning, organizing, and coaching of the Jersey Community High School tennis program. Additional responsibilities include but are not limited to:

- Providing leadership and instruction in the program, school, and community.
- Modeling sportsmanship and maintaining appropriate conduct towards players, officials, and spectators.
- Encouraging potential student athletes to participate in the program.
- Taking all necessary precautions to protect safety and well-being of the student athletes.
- Directing and coordinating the activities of the staff in the planning, organizing, and coaching of the JCHS Panther program.
- Promoting the program by communicating with the news media, booster club, and other organizations in a professional manner.
- Working with the Athletic Director to schedule competitions and coordinate activities.
- Ensuring the staff and players are in compliance with the Jersey CUSD No. 100 Board policies, Jersey Community High School/Jersey Community Middle School including the Jersey School District No. 100 Extracurricular Handbook, Mississippi Valley Conference (JCHS), and IHSA/IESA policies and regulations.
- Establish and maintain open communication with student-athletes, parents, administrators, and teachers.
- Maintain a current inventory of all fixed assets within the program and ensure these items are clean, in good operating condition, and stored appropriately.
- Represent Jersey CUSD #100 in a professional manner on and off the playing field.
- Model nondiscriminatory practices in all activities.
- Other duties assigned by the Athletic Director or Principal limited to those consistent with being the Head Boys' Tennis Coach.
- Strive for the tennis program to achieve the Core Values of the JCHS/JCMS Athletic Program
 1. Winning Programs
 2. Academic Achievement
 3. Strength and Conditioning Program Excellence
 4. Sportsmanship, Character, Loyalty, and Integrity
 5. Contributions to Life Success of Students
 6. School Loyalty and Support
 7. Gender, Minority, and Program Equity
 8. Participation/Involvement
 9. Community Service
 10. Support all extra-curricular programs

Disclaimer

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Minimum Qualifications

Illinois Professional Educator's License and/or ASEP certification. Coach must be 21 years of age. Experience is preferred, but not mandatory.

Application Procedures

Candidates are invited to apply by submitting the following information digitally to **Lisa Schuenke, Director of Finance and Human Resources**, at lisa.schuenke@jersey100.org:

Internal Candidates

- Formal letter of interest

External Candidates

- Formal letter of interest
- Resume
- Three letters of reference
- [Employment Application](#) (Not applicable for long-term subs)

(Educators / Coaches - Include all items below that apply)

- Proof of Licensure in the State of Illinois as an educator (teachers, paraprofessionals)
- Unofficial transcripts (Educators Only)
(Applicant should have official transcripts sent from the institution when requested by District)
- ASEP Certification (Coaches only)
(American Sport Education Program)

An FBI fingerprint/background check will be required of all candidates who are hired.

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organization that have entered into agreements with Jersey Community Unit School District No. 100 are hereby notified that our school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws. Any person who is unable to resolve a problem or grievance arising under Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and other federal laws and regulations may contact the Office for Civil Rights. Any person having questions regarding the above, is directed to contact Jersey Community Unit School District No. 100, Non-discrimination Liaisons, Mr. Alan Churchman or Mrs. Lisa Schuenke at 100 Lincoln Ave., Jerseyville, IL 62052, or call 618-498-5561.