



## 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 2018-19

#### Assistant Boys' Track Coach Jersey Community Middle School

#### Job Summary

Assist in directing and coordinating the planning, organizing, and coaching of the Jersey Community Middle School (JCMS) boys' track program.

- Provide leadership and instruction in the boys' track program, school, and community.
- Direct and coordinate the activities of the boys' track staff in the planning, organizing, and coaching of the IMS boys' track team.
- Ensure staff and players are in compliance with Jersey CUSD No. 100 Board policies, Jersey CUSD No. 100 Extracurricular Handbook, Mississippi Valley Conference (JCHS), and IHSA (JCHS) / IESA (JCMS) policies and regulations.
- Study, evaluate, and implement innovations in the program.
- Represent the JCHS/JCMS Athletic Department in a professional way on and off the field.
- Perform other related duties incidental to the work described herein.
- Strive for the boys' track 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

#### Minimum Qualifications

Illinois Professional Educator 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](mailto:lisa.schuenke@jersey100.org):

## Internal Candidates

- Formal letter of interest

## External Candidates

- Formal letter of interest
- Resume
- Three letters of reference
- [Employment Application](#)  
*(Include all that apply)*
- Proof of PEL (Professional Educator License)
- Unofficial transcripts (*digital application*)  
*(Applicant should have official transcripts sent by the institution when requested by District)*
- ASEP Certification  
*(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.*