



## 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 2019-2020

# Athletic/Activities Director

#### Job Summary

Jersey Community Unit District No. 100 is in search of a caring professional educator who is not only qualified but extremely excited to lead Jersey Communities High School and Middle School Athletic and Activities programs. A General Administrative or Principal K-12 Endorsement, and previous experience as a high school Athletic/Activities Director and/or head coach is preferred, but would strongly consider a candidate who is highly motivated, exceptional in disposition (caring, compassionate, patient, etc.), organized, and has the ability to develop, organize, and implement programs for all students.

#### Performance Responsibilities

- Develops and maintains a comprehensive athletic/activity program which seeks the highest development of all participants, and which promotes character and respects individual dignity of every athlete.
- Present a positive image of the school to parents and convey to them the school's genuine concern with education, growth and the development of each student.
- Consider the well-being of the entire student body as fundamentals in all decisions and actions.
- Organizes, directs and promotes an interscholastic athletic/activity program that is an integral part of the total educational program.
- Cooperates with the staff and school administration in establishing, implementing and supporting school policies and reacts positively to directives.
- Acts impartially and professionally in the execution of basic policies, and the enforcement of the local, conference, and state high school association rules and regulations.
- Improves the professional status and effectiveness of the position through participation in local, state and national in-service programs and conferences.
- Promotes high standards of ethics, sportsmanship and personal conduct by encouraging coaches, staff, student athletes and the community to commit to these high standards.

#### Athletic and activity programs at Jersey Community High School and Jersey Community Middle School:

##### High School Boys

Baseball  
Basketball  
Bowling  
Cross Country  
Football  
Golf  
Soccer  
Tennis  
Track  
Wrestling

##### High School Girls

Basketball  
Bowling  
Cheerleading  
Cross Country  
Golf  
Poms  
Soccer  
Softball  
Tennis  
Track  
Volleyball

##### COED Activities

Chorus  
Band  
Scholastic Bowl  
Speech  
FFA  
Key Club  
WYSE  
Theater  
Yearbook

##### Middle School

**Boys**  
Basketball  
Football  
Track  
Wrestling (Non IHSA)  
Cross Country  
**Girls**  
Basketball  
Volleyball  
Track  
Softball (Non IHSA)  
Cross Country

## Essential Duties and Responsibilities

- Assist the district and school administrator in securing competent personnel for the athletic/activity staff at your school. Assist and participate in scheduling of all interviews.
- Consider the well-being of the entire student body as fundamentals in all decisions and actions.
- Prepare and keep calendar of school athletic/activity events. Communicate this calendar and a list of activities to all facets of the school community.
- Facilitate schedules and coordinate with school and district administration (as needed) for school athletic practices, activities and community usage.
- Coordinate with district administrators, the repair and maintenance of varsity athletic facilities, track, gymnasiums, and auditorium.
- Attend as many contests, meets and events as possible (home and away).
- Provide the necessary communication and documentation for Jersey School Board Meetings.
- Upholds the expectations of the profession in all relations with students, colleagues, coaches, administrators, and the general public.
- Arrange school board-approved transportation for athletic/activity events.
- Help resolve conflicts that may develop from time to time within the ranks of the athletic/activity department.
- Act as a tournament manager for all district, conference, and state tournament playoff activities that are assigned to the school district.
- Provide a system to maintain permanent records for each sport, such as wins and losses, outstanding records, letter persons, etc.
- Establish procedures for the supervision and use of the athletic trainer.
- Supervise all athletic/activity awards programs with the cooperation of the booster club, coaches, and school administrators.
- Coordinate the organization and operation of the press boxes.
- Attend and serve as school liaison at athletic/activity booster club meetings. Serve as the liaison between the coaches/sponsors and the booster clubs.
- Emphasize to coaches the need for proper player appearance (neat and clean), athletic dress, manage use of electronic devices, enforce sportsmanship, and language requirements.
- Examine all equipment and facilities before use.
- Keep informed of the rules and regulations of the total athletic/activity program.
- Works in conjunction with the coaches to administer the activities. Prepare roster as required by the state association, prepare regular game eligibility lists as required by the IHSA and IESA, secure athletic code acknowledgments by parents and student athletes, physical cards and medical forms from all participants, inform all coaches of all conference rules and regulations, prepare all reports to state and conference associations within the proper time limits, prepare entry list for tournaments and meets.
- Secure all needed personnel for the operation of the athletic/activity program, including: Game officials, announcers, timekeepers, scorekeepers, ticket sellers, ticket takers, security personnel (as needed), supervisors, custodians, concessions, support personnel, medical coverage.
- Coordinate and supervise some special events related to the athletic/activity program to include: Fund raising, pep rallies, gymnasium assemblies, contest intermission activities, special events, and some community event activities.
- Develop the operational budget and financial procedures to include: Preparation and supervision of the athletic/activity budget process, direct the sale of tickets for all athletic/activity contests, collect all monies from athletic/activity contests and deposit in appropriate accounts, prepare and issue all vouchers for disbursement of funds from the athletic budget, and secure W-9 forms as needed.
- Develop community relations: Create publicity for all interscholastic sports/activity brochures, press releases and radio airplay, etc., for all schools at athletic/activity events, supervise radio and television broadcasts, assist or coordinate the use of all facilities by groups outside the school, arrange for emergency personnel and procedures for all home events, send reminders of upcoming events to schools, game officials and news media, coordinate participation of school band.
- Implement prudent legal procedures: Maintain proper records, which includes a permanent file of players' medical examinations, medical forms, participation records, parent-consent forms, payments, etc.; maintain records which verify coaches' qualifications and certifications as necessary; maintain an inventory of equipment relating to safety and certification; recommend appropriate facility changes for the safety of our student

athletes/participants; maintain a file of all athletic/activity disciplinary actions, interpret rules and regulations regarding academic eligibility.

- Academic Eligibility: Prepare eligibility lists, evaluate each athlete's grades at the end of each grading period, and determine eligibility according to school district policy and state athletic association.
- Oversight of Coaches/Sponsors: Supervise and observe coaching, maintain proper rapport with coaches, provide a system for evaluation and professional growth of coaches.
- Other duties as assigned by the High School and Middle School principals.

### 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. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

### Minimum Qualifications

Must be licensed in Illinois as a professional educator.

### Terms of Employment

The Athletic/Activities Director position is a 10 month position. Applicant should expect to work evenings and weekends.

### 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](#) (*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*)

Jersey Community District No. 100 offers a competitive salary and benefits package, including many professional development opportunities and an instructional climate that is second to none. Please know that the 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.*