



Salt Creek School District 48 JOB DESCRIPTION

Position Title: Art Club Sponsor

Location: Stella May Swartz Elementary School & Albright School Middle School

Reports to: Principal

Revised Date: 2019/2020

SUMMARY

The goal of the Art Club is to help students develop and explore their knowledge, skills, creativity, and passion of the arts. Activities include personal projects, collaborative projects, and school wide projects.

DUTIES

1. Supervise the school-sponsored activities for the Art Club.
2. Establish club goals.
3. Promote student participation in school-sponsored activities as well as in the community.
4. Assist the club to develop a budget for their activities and events.
5. Be able to apply basic First Aid and have awareness of students' individual health concerns and needs.
6. Ensure dismissal procedures are enforced.
7. May be required to perform other duties as assigned by the administration.

QUALIFICATIONS

1. Knowledge of and passion for the arts.
2. Enforce school regulations and policies in a professional manner.
3. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
4. Address concerns and offer suggestions in an appropriate and confidential manner.
5. Ability to maintain good working relationships with fellow employees and pupils.
6. Ability to communicate to students, parents, and staff in an acceptable/courteous manner.
7. Show proof of current First Aid and CPR certifications.

SCHEDULING

The work hours for this position vary by season and scheduling.



Salt Creek School District 48 JOB DESCRIPTION

Job Title: ALBRIGHT ATHLETIC and ACTIVITIES DIRECTOR
Reports To: Albright Administration
Approved By: Board of Education
Approved Date: June 2013

QUALIFICATIONS: The athletic/activities director shall have earned at least a Bachelor's Degree, with a major in education, and shall possess a certificate to teach in the public school of Illinois. Preference shall be given to individuals with at least three years of experience in teaching and coaching. Type 75/Administrator License preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned.

1. Serve as a resource person to the administration when new coaching personnel and club sponsors are hired
2. Act as a liaison between coaches, sponsors, staff, and between staff and community members
3. Work with the administration, head coaches, and sponsors to monitor budgets
4. Schedule and maintain a master calendar for all athletic activities and practices, club meetings, and special events related to any team or club, in coordination with available facilities
5. Arrange and manage transportation for all athletic teams and school clubs
6. Act as a public relations director for the athletic department and school clubs, including parent notification for changes in events via the website, school reach, announcements, etc.
7. Maintain records for each athletic team and school club. This includes permission slips, collection of fees, rosters, etc.
8. Work in conjunction with the administration on decisions regarding Activity Code and Eligibility
9. Supervise at least 10 after school/evening athletic contests or activities.

ATHLETICS Specifics:

- a. Assume management of the athletic awards night, including ordering athletic awards for coaches
- b. Inspect athletic equipment and facilities on a regular basis
- c. Secure competent personnel to help with athletic contest activities such as judges, timers, scorekeepers, etc.
- d. Contract officials for athletic contests
- e. Manage all tournaments conducted in the District
- f. Aid administration in establishing athletic department philosophy
- g. Represent Salt Creek District 48 at Conference meetings

TERM OF EMPLOYMENT: 9 months
EVALUATION: Building Principal



Salt Creek School District 48 JOB DESCRIPTION

Position Title: Band and Orchestra Sponsor (2 positions)

Location: Swartz Elementary School & Albright Middle School

Reports to: Principal

Revised Date: 2019-2020

SUMMARY

This position is responsible for the school band or orchestra.

DUTIES

1. Plan and run rehearsals outside of regular school hours.
2. Attend community activities throughout the school year.
3. Prepare students for Solo and Ensemble Contests, Area Music Festival(s) and Organizational contests.
4. Prepare and deliver a minimum of two district concerts during the year.
5. Recruit members.
6. Coordinate Solo and Ensemble contest as part of rotation with area middle schools.
7. Be able to apply basic First Aid and have awareness of students individual health concerns and needs.
8. Ensure dismissal procedures are enforced.
9. May be required to perform other duties as assigned by the administration.

QUALIFICATIONS

1. Enforce school regulations and policies in a professional manner.
2. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
3. Address concerns and offer suggestions in an appropriate manner.
4. Ability to maintain good working relationships with fellow employees and students.
5. Show proof of current First Aid and CPR certifications.

SCHEDULING

The work hours for this position vary by season and scheduling.



Salt Creek School District 48

JOB DESCRIPTION

Position Title: Basketball Coach
Location: Albright Middle School
Reports to: Principal
Revised Date: 2019-2020

SUMMARY

The position of basketball coach is to oversee the growth and development of student athletes by focusing on fundamental skills instruction with an emphasis on whole child development to include expectations for academic and athletic excellence, leadership skills, and positive social relationships.

DUTIES

1. Provide supervision for student athletes during all practice and game events. The coach will be at all practices on time and not leave until all student-athletes have left. This includes supervision during away events.
2. Establish clear standards and measures to select teams.
3. Establish team goals and establish policies that promote a positive learning experience through athletics. (i.e, work ethic, healthy competitive play, personal responsibility).
4. Create a schedule for all practices and games and disseminate to building principals, secretaries, athletic directors, nurses and parents.
5. Demonstrate ability to communicate with families on issues related to the team (i.e, schedule changes and team policies).
6. Establish clear practice plans which include skill development, strength/endurance training and learning of basic rules and strategies.
7. Apply knowledge of game skills and strategies during competitions.
8. Work cooperatively with Athletic Director to determine equipment needs.
9. Demonstrate professionalism and high levels of ethical and moral behavior with all athletes, parents, coaches and officials.
10. Be able to apply basic first aid and have awareness of students individuals health concerns and needs.
11. May be required to perform other duties as assigned by administration.

QUALIFICATIONS

1. Demonstrate a knowledge of game skills and strategies.
2. Show proof of current First Aid and CPR certifications
3. Provide certificate of completion for online concussion training course.
4. Enforce school regulations and policies in a professional manner.
5. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
6. Address concerns and offer suggestions in an appropriate and confidential manner.
7. Ability to maintain good working relationships with fellow employees and pupils.
8. Ability to communicate to students, parents and staff in an acceptable/courteous manner.



Salt Creek School District 48

JOB DESCRIPTION

Position Title: Cheerleading Coach

Location: Albright Middle School

Reports to: Principal

Revised Date: 2019-2020

SUMMARY

The position of cheerleading coach is to oversee the growth and development of student athletes by focusing on fundamental skills instruction with an emphasis on whole child development to include expectations for academic and athletic excellence, leadership skills, and positive social relationships.

DUTIES

1. Provide supervision for student athletes during all practice and game events. The coach will be at all practices on time and not leave until all student-athletes have left.
2. Establish clear standards and measures to select teams.
3. Establish team goals and establish policies that promote a positive learning experience through athletics. (i.e, work ethic, healthy competitive play, personal responsibility).
4. Create a schedule for all practices and games and disseminate to building principals, secretaries, athletic directors, nurses and parents.
5. Demonstrate ability to communicate with families on issues related to the team (i.e, schedule changes and team policies).
6. Establish clear practice plans which include skill development, strength/endurance training and learning or basic cheer elements.
7. Apply knowledge of routines and basic cheer elements.
8. Work cooperatively with Athletic Director to determine equipment needs.
9. Demonstrate professionalism and high levels of ethical and moral behavior with all athletes, parents, coaches and officials.
10. Be able to apply basic first aid and have awareness of students individuals health concerns and needs.
11. May be required to perform other duties as assigned by administration.

QUALIFICATIONS

1. Demonstrate a knowledge of basic cheer elements.
2. Show proof of current First Aid and CPR certifications
3. Provide certificate of completion for online concussion training course.
4. Enforce school regulations and policies in a professional manner.
5. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
6. Address concerns and offer suggestions in an appropriate and confidential manner.
7. Ability to maintain good working relationships with fellow employees and pupils.
8. Ability to communicate to students, parents and staff in an acceptable/courteous manner.



Salt Creek School District 48

JOB DESCRIPTION

Position Title: Cross Country Coach

Location: Albright Middle School

Reports to: Principal

Revised Date: 2019-2020

SUMMARY

The position of cross country coach is to oversee the growth and development of student athletes by focusing on fundamental skills instruction with an emphasis on whole child development to include expectations for academic and athletic excellence, leadership skills, and positive social relationships.

DUTIES

1. Provide supervision for student athletes during all practice and meets. The coach will be at all practices on time and not leave until all student-athletes have left.
2. Establish clear standards and measures to select teams.
3. Establish team goals and establish policies that promote a positive learning experience through athletics. (i.e, work ethic, healthy competitive play, personal responsibility).
4. Create a schedule for all practices and games and disseminate to building principals, secretaries, athletic directors, nurses and parents.
5. Demonstrate ability to communicate with families on issues related to the team (i.e, schedule changes and team policies).
6. Establish clear practice plans which include skill development, strength/endurance training and learning of basic rules and strategies.
7. Apply knowledge of game skills and strategies during competitions.
8. Work cooperatively with Athletic Director to determine equipment needs.
9. Demonstrate professionalism and high levels of ethical and moral behavior with all athletes, parents, coaches and officials.
10. Be able to apply basic first aid and have awareness of students individual health concerns and needs.
11. May be required to perform other duties as assigned by administration.

QUALIFICATIONS

1. Demonstrate a knowledge of game skills and strategies.
2. Show proof of current First Aid and CPR certifications
3. Provide certificate of completion for online concussion training course.
4. Enforce school regulations and policies in a professional manner.
5. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
6. Address concerns and offer suggestions in an appropriate and confidential manner.
7. Ability to maintain good working relationships with fellow employees and pupils.
8. Ability to communicate to students, parents and staff in an acceptable/courteous manner.



Salt Creek School District 48 JOB DESCRIPTION

Position Title: Drama Club Sponsor

Location: Stella May Swartz Elementary School & Albright Middle School

Reports to: Principal

Revised Date: 2019-2020

SUMMARY

This position is responsible for providing children to develop acting skills and to express themselves in unique ways. They will build self-confidence by being in front of a group, and they'll learn to be respectful of (and listen to) others. They'll not only express emotions but also learn how to control them. Finally, they'll develop greater degrees of concentration.

DUTIES

1. Supervise the school-sponsored activities for Drama Club.
2. Coordinate school play and all the functions associated with the production of the play.
3. Establish club goals and plan for social and other activities related to the club.
4. Determine participants and promote students to participate in school club activity as well as in the community.
5. Provide props and costumes for participants in the play.
6. Be able to apply basic First Aid and have awareness of students' individual health concerns and needs.
7. Ensure dismissal procedures are enforced.
8. May be required to perform other duties as assigned by the administration.

QUALIFICATIONS

1. Knowledge of music, choreography, productions, theatre, and related activities.
2. Enforce school regulations and policies in a professional manner.
3. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
4. Address concerns and offer suggestions in an appropriate and confident manner.
5. Ability to maintain good working relationships with fellow employees and pupils.
6. Ability to communicate to students, parents, and staff in an acceptable/courteous manner.
7. Show proof of current First Aid and CPR certifications.

SCHEDULING

The work hours for this position vary by season and scheduling.



Salt Creek School District 48 JOB DESCRIPTION

Position Title: Earth Savers Club Sponsor

Location: Stella May Swartz Elementary School

Reports to: Principal

Revised Date: 2019-2020

SUMMARY

This position is responsible for creating environmental awareness. Students are educated in the protection, conservation, and restoration of the Earth. Learning opportunities will include a focus on recycling, water and energy conservation, pollution, and gardening.

It is our hope that they will become ambassadors of the Earth. Not only will they be able to use these practices in our school community, but will also be able to translate these practices in their home communities.

DUTIES

1. Supervise the school-sponsored activities for the Earth Savers Club.
2. Establish club goals and plan for social and other activities for the club.
3. Encourage students to participate in school-sponsored activities as well as in the community.
4. Assist the club in developing events.
5. Provide supervision when students are working on school grounds.
6. Organize mini-workshops for the members to participate in.
7. Be able to apply basic First Aid and have awareness of students' individual health concerns and needs.
8. Ensure dismissal procedures are enforced.
9. May be required to perform other duties as assigned by the administration.

QUALIFICATIONS

1. Enforce school regulations and policies in a professional manner.
2. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
3. Address concerns and offer suggestions in an appropriate manner.
4. Ability to maintain good working relationships with fellow employees and students.
5. Show proof of current First Aid and CPR certifications.

SCHEDULING

The work hours for this position vary by season and scheduling.



Salt Creek School District 48 JOB DESCRIPTION

Position Title: Event Supervisor

Location: Salt Creek School, Stella May Swartz Elementary School & Albright Middle School

Reports to: Principal

Revised Date: 2019-2020

SUMMARY

This position is responsible for providing supervision during events at any of the three buildings.

DUTIES

1. Supervise students attending events in the school.
2. Ensure all students are supervised and in proper location.
3. Move throughout event space and check bathrooms regularly.
4. Be able to apply basic First Aid and have awareness of students' individual health concerns and needs.
5. Ensure all students are picked up and off of school grounds at the end of the event.
6. Communicate any significant issues with the building administrator.
7. May be required to perform other duties as assigned by the administration.

QUALIFICATIONS

1. Enforce school regulations and policies in a professional manner.
2. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
3. Address concerns and offer suggestions in an appropriate manner.
4. Ability to maintain good working relationships with fellow employees and students.
5. Show proof of current First Aid and CPR certifications.

SCHEDULING

The work hours for this position vary by season and scheduling.



Salt Creek School District 48 JOB DESCRIPTION

Position Title: Homework Club Sponsor

Location: Stella May Swartz Elementary School & Albright Middle School

Reports to: Principal

Revised Date: 2019-2020

SUMMARY

This position is responsible for providing academic support to students in all subject areas. Enrichment activities will also be available to students.

DUTIES

1. Supervise students attending Homework Club.
2. Assist students in the completion of homework and projects.
3. Prepare materials needed for academic support.
4. Be able to apply basic First Aid and have awareness of students individual health concerns and needs.
5. Ensure dismissal procedures are enforced.
6. May be required to perform other duties as assigned by the administration.

QUALIFICATIONS

1. Enforce school regulations and policies in a professional manner.
2. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
3. Address concerns and offer suggestions in an appropriate manner.
4. Ability to maintain good working relationships with fellow employees and students.
5. Show proof of current First Aid and CPR certifications.

SCHEDULING

The work hours for this position vary by season and scheduling.



Salt Creek School District 48 JOB DESCRIPTION

Position Title: Kids Care Club Sponsor

Location: Stella May Swartz Elementary School

Reports to: Principal

Revised Date: 2019-2020

SUMMARY

This position is responsible for fostering kindness and caring in and outside of school.

DUTIES

1. Supervise the school-sponsored activities for Kids Care Club.
2. Establish club goals for each session.
3. Promote school wide efforts for different club incentives (example: can food drive, clothing drive, etc.).
4. Conduct weekly meetings to discuss and collect materials that are being donated.
5. Plan and organize various caring school wide incentives.
6. Arrange for or drop off different donated items to organizations.
7. Be able to apply basic First Aid and have awareness of students' individual health concerns and needs.
8. Ensure dismissal procedures are enforced.
9. May be required to perform other duties as assigned by the administration.

QUALIFICATIONS

1. Enforce school regulations and policies in a professional manner.
2. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
3. Address concerns and offer suggestions in an appropriate manner.
4. Ability to maintain good working relationships with fellow employees and students.
5. Show proof of current First Aid and CPR certifications.

SCHEDULING

The work hours for this position vary by season and scheduling.



Salt Creek School District 48 JOB DESCRIPTION

Position Title: Media Club Sponsor (2 positions)

Location: Albright Middle School

Reports to: Principal

Revised Date: 2019-2020

SUMMARY

This position is responsible for providing academic growth and leadership, and to promote school sponsored activities.

DUTIES

1. Supervise the school-sponsored activities for the Media Club.
2. Determine participants (however, not every student needs to participate in each activity).
3. Establish club goals and plan for social and other activities related to the club.
4. Conduct club meetings weekly to create multi-media news publications/broadcasts.
5. Attend a variety of school events throughout the school year for the purpose of documentation for broadcast.
6. Provide supervision when students are working on school grounds.
7. Produce ongoing publications/broadcasts throughout the school year.
8. Be able to apply basic First Aid and have awareness of students individual health concerns and needs.
9. Ensure dismissal procedures are enforced.
10. May be required to perform other duties as assigned by the administration.

QUALIFICATIONS

1. Knowledge of Pages, iMovie, and Google Suite.
2. Enforce school regulations and policies in a professional manner.
3. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
4. Address concerns and offer suggestions in an appropriate and confidential manner.
5. Ability to maintain good working relationships with fellow employees and pupils.
6. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
7. Show proof of current First Aid and CPR certifications.

SCHEDULING

The work hours for this position vary by season and scheduling.



Salt Creek School District 48 JOB DESCRIPTION

Position Title: Media Club Sponsor

Location: Stella May Swartz Elementary School

Reports to: Principal

Revised Date: 2019-2020

SUMMARY

This position is responsible for providing scholastic growth, leadership, and to promote school sponsored activities.

DUTIES

1. Supervise the school-sponsored activities.
2. Promote student participation in school-sponsored activities as well as in the community.
3. Develop the skills necessary for the design, photography, interviews, events of photos, layouts, etc.
4. Teaching how to write book reviews, summaries, and recommendations.
5. Assist in design, proofreading, critiquing, and editing of layout.
6. Manage and promote reading and writing skills in a fun after school environment.
7. Be able to apply basic First Aid and have awareness of students' individual health concerns and needs.
8. Ensure dismissal procedures are enforced.
9. May be required to perform other duties as assigned by the administration.

QUALIFICATIONS

1. Enforce school regulations and policies in a professional manner.
2. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
3. Address concerns and offer suggestions in an appropriate manner.
4. Ability to maintain good working relationships with fellow employees and students.
5. Show proof of current First Aid and CPR certifications.

SCHEDULING

The work hours for this position vary by season and scheduling.



Salt Creek School District 48

JOB DESCRIPTION

Job Title: TEAM LEADER
Reports To: Building Principal
Approved By: Board of Education
Approved Date: May 2019

QUALIFICATIONS: Teaching License or other comparable certification.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Prepare an agenda for PLC meetings and determine the roles of the team members
2. Facilitate and foster discussions during PLC (Professional Learning Community) meetings to maintain focus on data
3. Support team members to make decisions about curriculum, assessment, interventions, extensions, grading, attendance, discipline, etc.
4. Encourage team members to work interdependently to achieve common goals
5. Facilitate communications between the team and other staff, parents, and administration
6. Lead team in creating learning experiences related to curricular goals
7. Lead team in the development and implementation of cross-curricular units and events
8. Coordinate team activities
9. Represent team at Student Services meetings as requested
10. Assist in new teacher orientation, as needed
11. Work closely and cooperatively with the building leadership and other school staff members to facilitate team problem-solving and student success
12. Assist with the communication of building and district policies, decisions, and related announcements to team members
13. Participate in collaborative decision-making within both the team and the school environments
14. Assist with the integration of instructional program at the building level
15. Attend all required meetings as determined by the building principal in coordination with the building leadership team and PLC Facilitators team



Salt Creek School District 48 JOB DESCRIPTION

Position Title: Middle School Scholastic Bowl Sponsor

Location: Albright Middle School

Reports to: Principal

Revised Date: 2019-2020

SUMMARY

This position is responsible for providing scholastic growth, leadership, and to promote school sponsored activities.

DUTIES

1. Supervise the school-sponsored activities of Scholastic Bowl.
2. Determine and promote membership/student participants.
3. Organize and schedule practices and matches.
4. Organize and request transportation
5. Arrange for home matches, arrange for moderators/timekeepers, etc.
6. Be able to apply basic First Aid and have awareness of students' individual health concerns and needs.
7. Ensure dismissal procedures are enforced.
8. May be required to perform other duties as assigned by the administration.

QUALIFICATIONS

1. Enforce school regulations and policies in a professional manner.
2. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
3. Address concerns and offer suggestions in an appropriate and confidential manner.
4. Ability to maintain good working relationships with fellow employees and pupils.
5. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
6. Show proof of current First Aid and CPR certifications.

SCHEDULING

The work hours for this position vary by season and scheduling.



Salt Creek School District 48

JOB DESCRIPTION

Position Title: Soccer Coach
Location: Albright Middle School
Reports to: Principal
Revised Date: 2019-2020

SUMMARY

The position of soccer coach is to oversee the growth and development of student athletes by focusing on fundamental skills instruction with an emphasis on whole child development to include expectations for academic and athletic excellence, leadership skills, and positive social relationships.

DUTIES

1. Provide supervision for student athletes during all practice and game events. The coach will be at all practices on time and not leave until all student-athletes have left.
2. Establish clear standards and measures to select teams.
3. Establish team goals and establish policies that promote a positive learning experience through athletics. (i.e, work ethic, healthy competitive play, personal responsibility).
4. Create a schedule for all practices and games and disseminate to building principals, secretaries, athletic directors, nurses and parents.
5. Demonstrate ability to communicate with families on issues related to the team (i.e, schedule changes and team policies).
6. Establish clear practice plans which include skill development, strength/endurance training and learning of basic rules and strategies.
7. Apply knowledge of game skills and strategies during competitions.
8. Work cooperatively with Athletic Director to determine equipment needs.
9. Demonstrate professionalism and high levels of ethical and moral behavior with all athletes, parents, coaches and officials.
10. Be able to apply basic first aid and have awareness of students individuals health concerns and needs.
11. May be required to perform other duties as assigned by administration.

QUALIFICATIONS

1. Demonstrate a knowledge of game skills and strategies.
2. Show proof of current First Aid and CPR certifications
3. Provide certificate of completion for online concussion training course.
4. Enforce school regulations and policies in a professional manner.
5. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
6. Address concerns and offer suggestions in an appropriate and confidential manner.
7. Ability to maintain good working relationships with fellow employees and pupils.
8. Ability to communicate to students, parents and staff in an acceptable/courteous manner.



Salt Creek School District 48 JOB DESCRIPTION

Position Title: Student Council Sponsor (2 positions)

Location: Albright Middle School

Reports to: Principal

Revised Date: 2019-2020

SUMMARY

This position is responsible for providing scholastic involvement, leadership, and promotion of school sponsored activities.

DUTIES

1. Supervise the school-sponsored activities for Student Council.
2. Determine the role of club officers and representatives and conduct election of club officers.
3. Establish club goals and plan for community service and dances or other activities related to the club.
4. Encourage students to participate in school-sponsored activities as well as in the community.
5. Conduct club meetings at least once per week to discuss plans for future meetings and events.
6. Help plan fundraisers for community outreach and school events (including the Halloween Dance), and any other activities.
7. Supervise at least 1 school-wide and at least 1 community service project.
8. Assist the club to maintain a budget.
9. Provide supervision when students are working on school grounds.
10. Be able to apply basic First Aid and have awareness of students' individual health concerns and needs.
11. Ensure dismissal procedures are enforced.
12. May be required to perform other duties as assigned by the administration.

QUALIFICATIONS

1. Enforce school regulations and policies in a professional manner.
2. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
3. Address concerns and offer suggestions in an appropriate and confidential manner.
4. Ability to maintain good working relationships with fellow employees and pupils.
5. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
6. Show proof of current First Aid and CPR certifications.

SCHEDULING

The work hours for this position vary by season and scheduling.



Salt Creek School District 48

JOB DESCRIPTION

Position Title: Volleyball Coach
Location: Albright Middle School
Reports to: Principal
Revised Date: 2019-2020

SUMMARY

The position of volleyball coach is to oversee the growth and development of student athletes by focusing on fundamental skills instruction with an emphasis on whole child development to include expectations for academic and athletic excellence, leadership skills, and positive social relationships.

DUTIES

1. Provide supervision for student athletes during all practice and game events. The coach will be at all practices on time and not leave until all student-athletes have left.
2. Establish clear standards and measures to select teams.
3. Establish team goals and establish policies that promote a positive learning experience through athletics. (i.e, work ethic, healthy competitive play, personal responsibility).
4. Create a schedule for all practices and games and disseminate to building principals, secretaries, athletic directors, nurses and parents.
5. Demonstrate ability to communicate with families on issues related to the team (i.e, schedule changes and team policies).
6. Establish clear practice plans which include skill development, strength/endurance training and learning of basic rules and strategies.
7. Apply knowledge of game skills and strategies during competitions.
8. Work cooperatively with Athletic Director to determine equipment needs.
9. Demonstrate professionalism and high levels of ethical and moral behavior with all athletes, parents, coaches and officials.
10. Be able to apply basic first aid and have awareness of students individuals health concerns and needs.
11. May be required to perform other duties as assigned by administration.

QUALIFICATIONS

1. Demonstrate a knowledge of game skills and strategies.
2. Show proof of current First Aid and CPR certifications
3. Provide certificate of completion for online concussion training course.
4. Enforce school regulations and policies in a professional manner.
5. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
6. Address concerns and offer suggestions in an appropriate and confidential manner.
7. Ability to maintain good working relationships with fellow employees and pupils.
8. Ability to communicate to students, parents and staff in an acceptable/courteous manner.



Salt Creek School District 48 JOB DESCRIPTION

Position Title: Yearbook Club Sponsor

Location: Albright Middle School

Reports to: Principal

Revised Date: 2019-2020

SUMMARY

This position is responsible for creating the Albright Middle School Yearbook.

DUTIES

1. Supervise the school-sponsored activities.
2. Promote student participation in school-sponsored activities as well as in the community.
3. Develop the skills necessary for the design, photography, and layouts, etc.
4. Assist in design, proofreading, critiquing, and editing of yearbook.
5. Ensure that the yearbook is submitted to the publisher in time for it to be distributed by the end of the school year.
6. Be able to apply basic First Aid and have awareness of students' individual health concerns and needs.
7. Ensure dismissal procedures are enforced.
8. May be required to perform other duties as assigned by the administration.

QUALIFICATIONS

1. Enforce school regulations and policies in a professional manner.
2. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
3. Address concerns and offer suggestions in an appropriate manner.
4. Ability to maintain good working relationships with fellow employees and students.
5. Show proof of current First Aid and CPR certifications.

SCHEDULING

The work hours for this position vary by season and scheduling.