



# Jersey Community Unit School District No. 100

100 Lincoln Ave., Jerseyville, IL 62052

618-498-5561

<b>Position:</b>	<b>Activities/Athletic Secretary</b>
<b>School Year:</b>	<b>2023-24</b>

## Job Summary

Jersey Community Unit School District No. 100 is searching for a caring and competent employee who is responsible for a variety of tasks related to the administration of the duties of the activities/athletic department. Candidate attributes include demonstrating dependability, initiative, eagerness to learn, trustworthiness, excellent organizational skills, the ability to multitask, excellent communication skills, and a good work ethic. This employee reports to the activities/athletic director and principal. The activities/athletic secretary will perform other duties in addition to those listed below as assigned. This is a 10 month position.

## Duties

- Maintain a daily calendar of events for all activities
- Answers the athletic director telephone and works as a communication liaison
- Prints weekly calendar of activity meetings, academic functions, and sports schedules
- Responsible for entering updated material on computer regarding eligibility and scheduling
- Responsible for filing physicals and pledge sheets that are compiled by students
- Responsible for maintaining all athletic document files
- Responsible for preparing and aiding with pre-season and special event ticket sales
- Responsible for processing forms, letters and other documents that are required by the athletic department
- Responsible for maintaining, processing and reconciling the athletic fund activity account
- Performs any other tasks as the athletic director may from time to time assign

## Minimum Qualifications

- High School Diploma or general education degree (GED)
- Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
- Knowledge of Google Calendar, Google Docs, Google Sheets, Google Slides
- Excellent oral and written communication skills
- Ability to communicate to students, parents and staff in an acceptable/courteous manner
- Ability to maintain good working relationships with fellow employees
- Ability to enforce school regulations and policies in a professional manner
- Ability to work in a fast-paced environment
- Ability to lift and carry up to 25 lbs.
- Ability to push/pull up to 15 lbs.

## 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.*

## 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 Candidate

- Formal letter of interest

### External Candidate

- 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 and paraprofessionals 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. 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. Cory Breden or Mrs. Lisa Schuenke at 100 Lincoln Ave., Jerseyville, IL 62052, or call 618-498-5561.*

3/11/2024