

Activities Director

Job Goal: To help promote extracurricular experiences for all middle and high school students.

Qualifications:

1. Teaching Certificate Commensurate with Illinois State Board of Education Guidelines
2. Bachelor's Degree and experience with activities
3. Skills, Knowledge and Abilities Associated with:
 - a. Ability to exert strong leadership in representing Illini Central activities.
 - b. Ability to make firm decisions in areas of responsibility and delegate responsibility
 - c. Knowledge of sound extracurricular programs
 - d. Ability to identify and implement programs at the middle and secondary school level
 - e. Ability to work effectively and cooperatively with pupils, parents, and school personnel
 - f. Ability to communicate effectively (oral and written)
 - g. Ability to utilize Technology to perform duties

Report to: Middle and High School Principals

Contract Related Items

Work Schedule: Contracted to work hours and days as specified within the Illini Central Collective Bargaining Agreement. Additionally, contracted for ten days (10) within the summer at the per diem rate as per the Illini Central Collective Bargaining Agreement salary schedule.

Compensation: Salary and benefits will be based on the Illini Central Collective Bargaining Agreement salary schedule.

Absences: Absences must be run through the Building Principal in a timely manner, consistent with the expectation of the Building Principal. *Further information may be obtained by referencing the Illini Central Collective Bargaining Agreement or the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and Supervision: The Activity Director is under the direct supervision of the Building Principal. An annual written evaluation shall be conducted with a copy going to the Building Level Principal and the activity director, as well as a carbon copy to the staff member's Personnel File.

Further information may be obtained by referencing the Illini Central Collective Bargaining Agreement or the Illini Central CUSD 189 Board of Education Policy Manual

PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF ACTIVITIES DIRECTOR

Organization of Facilities and Events

1. Schedule the usage of high school and middle school athletic/activity facilities

2. Schedule all athletic/activity events throughout the district with an attempt to schedule two years into the future
3. Provide each head coach a copy of the season's schedule before the start of the first practice each season
4. Schedule officials for athletic/activity events
5. Work in conjunction with the Mason City Park District to schedule park league practices and games
6. Work with school transportation personnel to schedule transportation for athletic teams/activities going to away contests.
7. Work with school transportation personnel to schedule transportation to and from co-op activities
8. Ensure that event supervisors and gate workers are scheduled for each event and provide for their duty pay
9. Coordinate the use of school facilities for summer camps, practices, and public use
10. Ensure the maintenance of all athletic facilities
11. Handle all daily problems, situations, or cancellations that develop within the athletic/activity programs

Materials, Supplies, and Finances

1. Order all trophies and awards for athletic and activity groups
2. Help collect budget requests from coaches and prepare requisition forms for the principal
3. Coordinate the purchase of athletic uniforms on a rotating basis
4. Oversee the inventory and storage of athletic uniforms and supplies (within 30 days of the end of the season)
5. Coordinate fundraising activities. All fundraisers must be approved by the activities director before beginning.
6. Communicate expectations and restrictions on fundraisers to coaches and ensure they are followed
7. Collaborate with the building principals and the secretary to oversee the student activity accounts for athletics and activities

Game Preparation

1. Coordinate with the Director of Building and Grounds to ensure all sports facilities are ready for scheduled events
2. Communicate with the District Bookkeeper for checks to be prepared for officials
3. Arrange for money boxes to be prepared for gate workers
4. Arrange for concessions to be provided (when applicable)
5. Ensure administrative supervision is secured for all home events
6. Prepare rosters for guests at home and away teams. Print copies for home events and share rosters for away events
7. Provide scripts for starting line-up, including IESA/IHSA requirements

Sports Administration

1. Collect rosters for all athletic teams and clubs/activities before the first practice
2. Input all rosters into Skyward, and update rosters as they change throughout the season.
3. Ensure that all students have a physical and an insurance waiver less than a year old before participating in athletic events --- relay this requirement to the coaches
4. Ensure that the athletic participation fee is collected (if applicable)
5. Provide support for all coaches by checking in with them throughout the season. Attend practices and at least one performance per activity/sport.
6. Promote and attend professional development for self and other coaches/sponsors.
7. Evaluate salaries for officials and coaches regularly and compare these salaries with those of surrounding schools.
8. Coordinate gym schedules during the season and communicate the practice and games schedule with the public
9. Review and update the Coach and Sponsor Handbook and Athletic and Extracurricular Handbook annually, and obtain board approval
10. Review and update job descriptions for coaches annually and obtain a signed copy before each season
11. Conduct a meeting with coaches to review expectations and job descriptions for coaches/sponsors
12. Attend preseason meetings for each sport with coaches, players, and parents.
13. Ensure coaches create guidelines for all sports/activities and share those with students and parents. Keep a copy of each set of guidelines in the athletic office.
14. Oversee the Concussion Oversight Team and meet annually. Prepare eligibility lists for principals and teachers on a semester and weekly basis
15. Work with the booster club and other organizations to schedule meeting dates, picture dates, awards night dates, and other activities as needed
16. Maintain accurate records of all athletic events including individual and team records
17. Organize seasonal picture days for clubs and activities, and collaborate with coaches and yearbook sponsors
18. Collaborate with coaches to organize senior night and eighth-grade nights
19. Organize awards nights for recognition of student-athletes --- serve as Master of Ceremonies for sports awards nights (fall, winter, spring)
20. Organize meetings for parents, athletes, and coaches before the start of each school year and each athletic season (fall, winter, spring)

Supervision and Evaluation of the Extracurricular Program

1. In conjunction with the building principal, provide feedback and assessment of members of the coaching staff yearly. All evaluations must be completed within 30 days of the conclusion of the season.
2. At minimum, provide written feedback to the coach from observations at one practice and one performance, and combine all feedback into a summative evaluation for the coach./sponsor.
3. Investigate and respond to all complaints, and coordinate with the building principal to assign discipline as necessary

4. Ensure all coaches attend required meetings and trainings prior to the start of the season
5. Ensure that the athletic programs follow the I.E.S.A. and I.H.S.A. policies
6. Promote cooperation with the Sangamo and Tomahawk Conferences. Meet with athletic directors of conference schools as directed.
7. Communicate with the building principals regarding the athletic program for their building
8. Coordinate the supervision of the facility with coaches and athletes to safeguard the security of district buildings
9. Provide a report to the Board of Education on an as-needed basis.
10. Be responsible for any other duties as assigned by administration.

Middle/High School Counselor

Job Goal: To help all students develop skills in the areas of personal-social growth, educational planning, and career and vocational development.

Qualifications:

1. Illinois State Issued Type 73 Certification
2. Three years successful experience as a school teacher or equivalent work experience
3. Master's Degree in approved school district related counseling program

Report to: Building Principals

Contract Related Items

Work Schedule: Contracted to work 11-month contract as specified within the Illini Central Collective Bargaining Agreement.

Compensation: Salary and benefits will be based on the Illini Central Collective Bargaining Agreement salary schedule.

Absences: Absences must be run through the Building Principal in a timely manner consistent with the expectation of the Building Principal.

Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual

Evaluation and Supervision: The Middle/High School Counselor is under the direct supervision of the Building Principal. An annual written evaluation shall be conducted with a copy going to the Middle/High School Counselor and carbon copied to the staff member's Personnel File.

Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual

PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF MIDDLE AND HIGH SCHOOL COUNSELOR

The position of Middle/High School Counselor may vary depending on the building, grade level serviced, or other factors identified by the administration or Board of Education. Below are performance responsibilities that Middle/High School Counselors may be asked to accomplish in accordance with their position:

1. Monitor student academic performance while assisting with appropriate interventions.
2. Collect, analyze, interpret, and utilize data to guide program direction and emphasis.
3. Assist teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
4. Implement an effective referral and follow-up process.
5. Submit all state and federal reporting related to academics.
6. Oversee the implementation and coordination of Capstone Project and coordinating activities.

7. Assist all students with the development of academic, career, and vocational plans on an annual basis.
8. Consult and collaborate with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.
9. Facilitate student referrals to community agencies that might be of further assistance.
10. Develop and implement appropriate and prevention-oriented group activities to meet student needs and school goals.
11. Collaborate with parents/guardians and educators to assist students with educational and career planning annually.
12. Assist students and parents with identifying and pursuing all post-secondary opportunities.
13. Assist students and families with the college application and scholarship process.
14. Assist with the development and implementation of orientation programs.
15. Oversee student transcripts and audit transcripts of students who move into the district.
16. Assist in the development and implementation of the master schedule.
17. Assist in the development and implementation of the buildings' Awards Ceremonies.
18. Implement all schedule changes after consulting with faculty and receiving approval.
19. Assist in the administration of all vocational, dual credit, tech prep, advanced placement, and like programs.
20. Serve as the building testing coordinator for AP, PSAT and SAT testing.
21. Assist administrative staff with discipline investigations as necessary.
22. Provide supervision as requested by building principal.
23. Assist in investigations related to bullying, threat assessments and Title IX as requested.
24. Provide individual and group counseling to students with identified concerns and needs.
25. Assist with outside agencies in matters related to student wellness (truancy, home visits, DCFS).
26. Adhere to laws, policies, procedures, and ethical standards of the school counseling profession.
27. Participate in professional development activities to improve knowledge and skills
28. Perform other duties as the principal may direct.

Grade School Counselor

Job Goal: To help all students develop skills in the areas of personal-social growth, educational planning, and career and vocational development.

Qualifications:

1. Illinois State Issued Type 73 Certification
2. Three years successful experience as a school teacher or equivalent work experience
3. Master's Degree in approved school district related counseling program

Report to: Building Principals

Contract Related Items

Work Schedule: Contracted to work hours and days as specified within the Illini Central Collective Bargaining Agreement. Additionally contracted ten days as per Illini Central Collective Bargaining Agreement.

Compensation: Salary and benefits will be based on the Illini Central Collective Bargaining Agreement salary schedule.

Absences: Absences must be run through the Building Principal in a timely manner consistent with the expectation of the Building Principal.

Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual

Evaluation and Supervision: The Grade School Counselor is under the direct supervision of the Building Principal. An annual written evaluation shall be conducted with a copy going to the Grade School Counselor and carbon copied to the staff member's Personnel File.

Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual

PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF GRADE SCHOOL COUNSELOR

The position of Grade School Counselor may vary depending on the building, grade level serviced, or other factors identified by the administration or Board of Education. Below are performance responsibilities that Grade School Counselors may be asked to accomplish in accordance with their position:

1. Monitor student academic performance while assisting with appropriate interventions.
2. Collect, analyze, interpret, and utilize data to guide program direction and emphasis.
3. Assist teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
4. Implement an effective referral and follow-up process.
5. Submit all state and federal reporting related to academics.

6. Consult and collaborate with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.
7. Facilitate student referrals to community agencies that might be of further assistance.
8. Coordinate programming and communication for Erin's Law, Mental Health Awareness, and Suicide Prevention and other required programs as they arise.
9. Develop and implement appropriate and prevention-oriented group activities to meet student needs and school goals.
10. Serve as transition coordinator for grade school students post-hospitalization.
11. Participate in RTI and IEP programming and meetings as needed.
12. Assist with the development and implementation of transition program from PreK to Kindergarten and Fifth Grade to Middle School.
13. Assist administrative staff with discipline investigations as necessary.
14. Provide supervision as requested by building principal.
15. Assist in investigations related to bullying, threat assessments and Title IX as requested.
16. Provide individual and group counseling to students with identified concerns and needs.
17. Assist with outside agencies in matters related to student wellness (truancy, home visits, DCFS).
18. Adhere to laws, policies, procedures, and ethical standards of the school counseling profession.
19. Participate in professional development activities to improve knowledge and skills
20. Perform other duties as the principal may direct.