

SCHOOL	AD	STIPEND	DUTIES (PLEASE LIST)
Glencoe/Central	Nick Tabic/Lisa Matthew	\$3,161 (we split this)	Scheduling games/contests, practices, buses and officials, working with assigner Academic Monitoring and Eligibility Parent Communication Running Tournaments Scheduling and training crowd control, scoreboard and scorebook workers Ordering uniforms, equipment, spirit wear Communication with park district Communication with outside athletic programs and high school Working with PTO on PTO sponsored events Working with and training new coaches Reporting scores
Wilmette Jr High	Josh Andrews	\$5,408	Schedule games, coordinate practice schedules with 3 different schools, charter all our buses for away games, hire coaches, assign officials for all sports, hire scorers, supervisors, and timers for necessary events, inventory uniforms, purchase new uniforms, coordinate practices and space with the Park District, collect fee's, check eligibility of athletes, attend IESA meetings for our 5th - 8th grade teams, host 3 parents meetings, Host tournaments for wrestling, basketball, and volleyball, work with 15 AD's and 2 conferences, Oversee 9 sports, 32 teams, and over 600 athletes. There's probably more. It's a full time job, but only pays a stipen
Sunset Ridge	No Athletic Director	0	
Winnetka/Washburne		\$4,047	Scheduling practices (8 teams during bball)/games/contests, buses and working with officials assigner to get refs for Academic Monitoring and Eligibility, as needed Parent Communication Running Tournaments Scheduling and training crowd control, scoreboard and scorebook workers Ordering uniforms and equipment Communication with park district Working with and training new coaches Reporting scores Assisting in hiring of coaches with building principal Organizing gym set up with custodial staff Collecting Uniforms after season ends Coordinating spirit wear (team t-shirts) Hosting Parent meetings prior to season
Kenilworth/Sears	Natalie McLemore	\$5,200	Scheduling, payments, billing, collecting of fees, concussion testing hosting athletic banquets, Try-Outs, updating website, booster club, keeping track of funds. hosting parent meetings prior to season and parent communication organizing gym set up with and clean up with custodial staff organizing game support for home games setting up officials for all sports, and assigning payments Hiring Coaches, for all Sports Fall Sports: Girls Volleyball, Field Hockey, Cross Country, Boys Soccer Winter Sports: Boys Basketball, Girls Basketball, Boys Volleyball

				Spring Sports: Track & Field, Girls Soccer	
				ordering uniforms and equipment	
				Organizing Tournaments	
Avoca/MM	Chad Henley and Kathy M.	Currently		Boys V & JV BB, Girls V & JV BB, Boys V & JV VB, Girls V & JV VB, V & JV Soc, V & JV CC	
		\$3,000 Approximately split		Scheduling practices /games/contests, buses and working with officials assigner to get refs for games	
		between Chad and Kathy		Scheduling non-conference matches	
				Coordinating athletic eligibiltyfor try outs(athletic permit and physical forms)-with students,school nurse and parent	
		Proposed		coaches, Athletic directors and Parent Communication	
		FY18 = 170 hrs@29.84=\$5,073		Planning, organizing and running conference Tournaments	
		FY19 = 170 hrs@30.44=\$5,175		Scheduling and training scoreboard and scorebook workers	
		FY20 = 170 hrs@31.05=\$5,279		Ordering uniforms,equipment and awards	
				Communication with park district	
				Working with and training new coaches	
				Reporting scores	
				Helping Principal find coaches for season	
				Organizing gym set up with custodial staff for before and after games	
				Prepare forms for Bus Proposal, Room Usage and Official Payments	
				Entering matches on JV and Varsity results sheets to confirm matches	
				Keeping P.E. website updated and current	
				Scheduling make-up games due to rain bad weather performances in gym	
				Creating practice and game schedules and putting them on the calendar	
				Making schedule changes due to teams not having two teams.	
				Cancelling refs	
				Train coaches/supervisors on general rules(supervision) & safety/emergency training -fire, tornado, lockdown	
				Concussion and AED training and information	