



BELVIDERE
DISTRICT 100
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VACANCY NOTICE

POSITION: Office Professional 2 - Athletics
LOCATION: Belvidere North High School
START DATE: November 3, 2025
HOURS: 8 hours per day/11-month position
SALARY: OP - HS2 - \$18.00/hour ([CBA Agreement](#)-Article 11)
BENEFITS: Blue Cross Blue Shield Booklet [English](#) / [Spanish](#)

QUALIFICATIONS/EXPERIENCE: See attached Job Description

Proficiency Test may be required at the time of interview

Qualified applicants should complete an online application at www.district100.com. All **current employees** must submit an application within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Posting: September 2, 2025

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status



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Job Description

Position: Secretary to the Athletic Director

Reports to: Reports directly to the Athletic Director. Cooperate with all certificated and non-certificated personnel, students and public. May have occasional interaction with repair personnel, vendors, and contractors.

Qualifications: High School diploma or equivalent

Terms of Employment: 11 months

Basic Function Under the direction of the Athletic Director, perform all clerical and general office duties, including typing, data entry, record and file maintenance, scheduling, and receptionist duties.

Performance Responsibilities

1. Schedules:

- a. Enter data in Schedule Star; prepare and maintain all sport schedules
- b. Provide all schedules for media, sport program printing and coaches
- c. Prepare Weekly Schedule and distribute to media, building principal, athletic trainer and coaching staff
- d. Forward schedules to the printer to create pocket schedules. Distribute pocket schedules to district offices.

2. Facilities Usage:

- a. Arrange gym usage at off site locations
- b. Prepare, maintain and post gym usage schedules for gymnasium facilities
- c. Prepare schedules with set-up work orders for maintenance and custodial staff

3. Coaches:

- a. Prepare coaching recommendations for Board of Education approval
- b. Maintain coaches directory
- c. Prepare request for payment of non-district coaching staff at the end of each season



BELVIDERE

DISTRICT 100

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- d. Log keys
- e. Provide collected medical cards
- f. Type and compile information for coaches meeting

4. Tickets/Money Boxes:

- a. Prepare mailing regarding season football ticket sales
- b. Order season football tickets, sell tickets and deposit/distribute proceeds accordingly
- c. Prepare money boxes (concession & ticket) for games
- d. Count and deposit money
- e. Banking transactions (change & deposit)
- f. Distribute comp tickets to conference schools

5. Rosters:

- a. Prepare and maintain rosters
- b. Provide copies of rosters to all opponents and program provider for printing
- c. Enter roster data into e-school for the purpose of generating e-school rosters for attendance and athletic drug testing

6. Drug Testing:

- a. Prepare and generate e-school report in excel format; forward report to drug testing company for random test pool
- b. Prepare random athlete list with athlete location for drug testing
- c. Request set up of testing area
- d. Monitor test area and athletes during testing
- e. Prepare follow up letters to athletes

7. Transportation:

- a. Prepare Schedule Star transportation report and forward same to transportation company
- b. Request transportation to practice locations
- c. Confirm all transportation on a weekly basis

8. Pictures:

- a. Schedule all picture dates and notify coaching staff
- b. Prepare picture day schedule (with athlete ID form) and provide photo envelopes



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DISTRICT 100

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- c. Arrange location set up
- d. Provide pictures to media and school news with athlete ID

9. Programs:

- a. Provide all rosters, pictures, cut lines and booster information
- b. Prepare photo identification
- c. Proof drafts and authorize printing of program

10. Eligibility:

- a. Prepare Athletic Eligibility List and forward to teaching staff
- b. E-mail weekly athletic eligibility request to staff
- c. Monitor and collect tutorial forms
- d. Prepare and distribute weekly eligibility list to teacher and coaching staff
- e. Check semester eligibility lists

11. End of Season/Awards:

- a. Prepare correspondence to coaches regarding end of season paperwork (season results, awards, inventory, special awards)
- b. Prepare and compile awards for distribution to athletes
- c. Order captain, four-year and state awards from vendors
- d. Order award supplies throughout the year
- e. Request awards night set up
- f. Send press releases to media for publication (awards night)

12. Athlete Registration:

- a. Copy all forms required for registration
- b. Attend parent/athlete meeting
- c. Check eligibility; collect physical, athletic fee and required paperwork
- d. Issue Athletic Permit cards

13. Parent Night:

- a. Prepare senior parent night correspondence for coaches w/tickets
- b. Order flowers for senior parent night
- c. Prepare list of senior parents for announcer



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DISTRICT 100

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14. Miscellaneous:

- a. Prepare and maintain list of athletic physical dates
- b. Type and copy Buc Booster Club brochure
- c. Prepare, type and copy athletic information brochure
- d. Requisition supplies and forms (tutorial, athletic fee receipt, athletic permit)
- e. Prepare summer athletic mailing to all students 9-12 grade
- f. Maintain injury reports
- g. Send uniform/fee collection letters
- h. Maintain binders for each sport
- i. Prepare documents and schedule for summer weight program

15. Performs other related tasks as may be assigned from time to time.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.