

July 8, 2025

JOB POSTING

**RIVERSIDE BROOKFIELD HIGH SCHOOL
DISTRICT 208
Riverside, Illinois
JOB DESCRIPTION**

JOB POSTING

Title: German Club Sponsor

Reports To: Assistant Principal of Student Affairs and Head Robotics Sponsor

Effective: August 11, 2025

Job Goal: To increase student's interests and skills in club/activity and to give the students the opportunity to engage in activities

Qualifications:

- Professional Educator License (PEL), Substitute License (SUB) or ASEP Certification
- ASEP Certified applicants must have completed the following:
 1. Coaching Principles/Orientation
 2. IHSA State Test
 3. Sport First Aid
- Sponsor experience in the particular club or activity is preferred (High School level or higher)
- Participation experience in the particular club or activity is preferred (High School level or higher)
- Ability to communicate (written/verbal), make decisions, resolve conflict, and effectively work with staff, students, parents and other stakeholders to develop a successful program

Key Accountabilities:

- Create a schedule for all Club meetings and events
- Supervise students at Club meetings and events
- Manage all paperwork, rosters, fundraising reports, registration, budgets, and transportation requests as required by the administration
- Obtain administrative approval for posters and bulletin announcements
- Attend required club/organization sponsors meetings
- Follow all school policies governing student activities as stated in the Club & Activity Handbook
- Responsible for:
 - Parent communication
 - Relationship with Booster Club, PTO, and/or Community Organizations(s)
 - Communicating with all stakeholders to grow and sustain a successful program
- Incorporate the Six Pillars of Character Counts: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship into the philosophy of group
- All other duties assigned by the Principal or Assistant Principal

Terms of

Employment: 2025-2026 School Year

Compensation: RBEA Activity Stipend Schedule – Group J

Application Deadline: until filled

Application Process: Apply online @ www.rbhs208.net Human Resources

Equal Opportunity Employer

Riverside Brookfield High School is an Equal Opportunity Employer. Riverside Brookfield High School ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Riverside Brookfield High School has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for opening should contact the Department of Human Resources.

Approval for Posting:

Principal

Superintendent