

**Anticipated JOB POSTING**

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

**Anticipated JOB POSTING**

**JOB DESCRIPTION**

**Title:** Head Girls' Cross Country Coach  
**Reports To:** Assistant Principal of Athletics  
**Effective:** 2026-2027 Fall Athletic Season  
**Job Goal:** To establish, coach, monitor and maintain a successful athletic program

**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
- Coaching experience in the particular sport is preferred (High School - Varsity level or higher)
- Playing experience in the particular sport is preferred (High School - Varsity level or higher)
- Ability to communicate (written/verbal), make decisions, resolve conflict, and effectively work with staff, students and other stakeholders to develop a successful program

**Key Accountabilities:**

- Overall administration and supervision of the program at all levels
- Responsible for the welfare and safety of all athletes in the program
- Assign all duties to assistant coaches working in the program
- Develop and organize all activities related to program in-season and off-season
- General upkeep and protection of equipment for the program
- Complete an inventory of the equipment used for the sport; (to be completed at the end of each season)
- Recommend purchase of equipment, supplies, and uniforms as need demands
- Work closely with the Assistant Principal of Athletics in scheduling interscholastic contests
- Stay up-to-date with the current knowledge and trends in the sport
- Receive CPR/AED certification and maintain accordingly
- Ensure all of the participants are eligible for participation
- Responsible for:
  - Parent communication
  - Relationship with Booster Club, PTO, and/or Community Organization(s)
  - Communicating with all stakeholders to grow and sustain a successful program
- Meet and follow all compliance obligations set forth by the Conference Calendar, RBHS Coaches Handbook, and IHSA
- Attend all events or meetings that are required by the Assistant Principal of Athletics
- Incorporate the Six Pillars of Character Counts: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship into the philosophy of your group
- Perform other duties as assigned by Assistant Principal of Athletics or Principal

**Terms of Employment:** 2026-2027 Fall Athletic Season – Dates for work year/season are based on the district's school calendar, athletic schedule, and IHSA policies

**Compensation:** 2022-2027 RBEA Athletic Stipend Schedule – Category C

**Application Deadline:** until filled

**Application Process:** Apply online @ [www.rbhs208.net](http://www.rbhs208.net), Human Resource

**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.