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# *Wabash Community Schools*

Community Unit District 348, Wabash County

218 West 13th Street

MT. CARMEL, ILLINOIS 62863-1297

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*Superintendent*

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**August 3, 2017**

**PLEASE POST**

## **VACANCY**

Effective Date----2017-2018 School Year

### **Athletic Director at Wabash CUSD #348**

Wabash Community Unit School District #348 is seeking a qualified candidate to fill the above-named position.

**DEADLINE FOR APPLICATION:** August 8, 2017 or until the position is filled.

**HOW TO APPLY:** Candidates should apply in writing or email to:

Jake Newkirk, Principal  
Mt. Carmel High School  
201 Pear Street  
Mt. Carmel, IL 62863  
[jnewkirk@wabash348.com](mailto:jnewkirk@wabash348.com)

**POSITION DESCRIPTION:** This individual will work under the direction of the district administrators and alongside the athletic secretary.

This individual will:

- be involved in scheduling contests and referees.
- have supervision duty at the home contests.
- evaluate the head coaches.
- assure all athletes and coaches are abiding by district & sanctioning policies.
- attend all required IHSA and Big 8 meetings.

### **QUALIFICATIONS:**

- IL Administrative License is preferred
- Excellent communication and organizational skills
- Experience as a coach and/or player is preferred
- Knowledge of the big picture of athletic administration
- Ability to work long hours and be available upon short notice

**SALARY AND FRINGE BENEFITS:** This is a WCTA contractual stipend, not a full-time position.