

## IESA Administrative Position Available

The Illinois Elementary School Association announces plans to appoint an Assistant Executive Director position to its administrative staff. The position will replace that of current Administrative Specialist, Pat Bodame, who has resigned his position effective May 31.

This will be a full-time administrative position. General responsibilities will include the administration of IESA State Tournament Series activities and other administrative duties in the general operations of the Association. The following information should be considered:

1. The title of the position shall be Assistant Executive Director.
2. Applications shall be accepted until March 1, 2012 and should be addressed to:  
  
Mr. Steve Endsley, Executive Director  
Illinois Elementary School Association  
1015 Maple Hill Road  
Bloomington, Illinois 61705  
  
The following should be included:
  - A. Letter of application;
  - B. Resume;
  - C. Written statement (maximum one page) expressing the individual's desire and qualifications for the position;
  - D. No more than three (3) personal references
3. The following shall be required qualifications of all candidates:
  - A. Bachelor's Degree from a recognized college or university;
  - B. Prior work experience as a teacher, coach, official/judge, and/or administrator;
  - C. Well-developed communication, administrative, and organizational skills;
  - D. Willingness to travel--mainly within Illinois and some national travel;
  - E. Valid Illinois driver's license;
  - F. Proficiency in use of Microsoft Office, the internet, and social networking programs
4. The following shall be recommended qualifications of all candidates:
  - A. Familiarity with the Association;
  - B. General knowledge of rules related to the activities of the Association
5. The total salary package including insurance and pension will be competitive and commensurate with the experience and training of the qualified candidate.
6. The candidate selected shall start no later than June 1, 2012 but must be available the weekends of May 11-12 and 18-19.
7. The IESA is an equal opportunity employer.