

Nestor Garcia

Aurora, Illinois 60506

Objective	To obtain a position as an Athletic Director
Education	<p>Masters in Education, June, 1993 National-Louis University, Evanston, Illinois Educational Administration, Type 75 Certification</p> <p>Bachelors of Science, December, 1983 Illinois State University, Normal, Illinois Physical Education, Type 10 Certification</p> <p>Associates Degree, June, 1980 Waubensee Community College, Sugar Grove, Illinois Physical Education</p>
Professional Experience	<p>East Aurora School District #131 Director of Athletics/Student Activities 2012-Present</p> <ul style="list-style-type: none">➤ Oversee all district athletic and student activities programming.➤ Supervise middle school and high school athletic directors.➤ Interpret, implement, and assist in the formulation of athletic policies.➤ Coordinate the transition of athletics and student activities from elementary to middle school to high school.➤ Conduct the evaluation of athletic and activities programs and staff in coordination with building administration.➤ Oversee district athletic and student activities budget.➤ Review and approve all district stipends for athletics and student activities.➤ Prepare and deliver an annual report of athletics and student activities.➤ Direct preparation and dissemination of publicity to promote athletic events.➤ Coordinate sport camps in conjunction with external agencies.➤ Coordinate fine arts and student activities, festivals and events.➤ Assist with fundraising and grant efforts to support athletics and activities.➤ Serve as the district liaison to boosters and outside sport club feeder groups and coordinates the master facility schedule for these outside groups.➤ Supervise district parent liaisons <p>Accomplishments</p> <ul style="list-style-type: none">➤ Developed and facilitated the athletic sub-committee which involved articulation among the four athletic directors (three middle school and one high school) for the first time➤ Coordinated 5th grade intramural sports tournaments➤ Developed partnership with the Fox Valley Park District in order to offer sports and performing arts activities at a reduced rate in which classes were conducted within the district's facilities➤ Developed a partnership with the American Red Cross to offer first aid classes at a reduced rate to all district staff➤ Developed articulation between middle school and high school coaches➤ Established stipends for summer coaching positions in order to allow students to participate in summer camps at no cost➤ Revised the district athletic handbook in order to develop consistency between coaches at all levels throughout the district.➤ Developed procedures for summer stipends.➤ Revised rules and regulations for all intramural sporting events➤ Aligned physical education classes with in-season sports➤ Developed bid specifications for elementary physical education supplies➤ Developed bid specifications for food services

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**East Aurora School District #131
Director of Operations 2004 – 2012**

- Administrative representative on the Collective Bargaining Committee (custodial/maintenance)
- Attended official meetings and committee sessions of the Board of Education
- Conducted and evaluated Buildings and Grounds Staff
- Conducted and facilitated staff discipline
- Conducted interviews and hired potential candidates
- Coordinated with Athletic Directors and Building Principals for student transportation
- Coordinated financial data and budget planning
- Coordinated and managed all district properties including rentals
- Correlated the preparation and filing of reports, records, correspondence, resolutions, contracts and certificates required for areas of responsibilities
- Implemented and supervised procedures for purchasing and supply functions including bid proposals
- Prepared data for salary schedules and the application of such schedules
- Prepared bid specifications and bid proposals
- Processed and recommended the payments of bills and payroll
- Supervised Emergency/Crisis Management Planning
- Supervised District's Food Service Program
- Supervised District's Beverage Program
- Supervised budget for Building and Grounds
- Supervised district vehicle utilization
- Supervised the district's printing operation department
- Supervised the preparation of all required financial reports
- Supervised Building Repairs and Construction

Accomplishments

- Developed and implemented district wide emergency management procedures
- Developed Crisis Management DVD
- Developed community partnerships with local business and organizations
- Established and implemented new catering request procedures
- Established and implemented new printing request procedures
- Implemented professional development for central administrator, building supervisors, secretaries and custodial staff on National Incident Management System (NIMS)
- Implemented recycling program
- Implemented new building construction format
- Implemented monthly Union Labor Meetings
- Implemented radon testing procedures
- Implemented Indoor Air Quality Testing
- Implemented new work order process
- Prepared, applied and managed State and Federal grants
- Revised building rental structure & policies
- Revised employee evaluation form
- Received \$1,000,000.00 in grants

**Kane County Regional Office of Education, Geneva, Illinois
Assistant Superintendent, 2000 – 2004**

- Oversaw the Health/Life Safety of facilities, construction, operation and maintenance of schools
- Provided Professional Development for Early Literacy Educators
- Provided and assisted parents with information regarding Home-Schooling
- Reviewed and approved Under-Age Work Permits
- Reviewed and approved Drivers' Education Permits
- Reviewed and approved Student Residency Applications
- Reviewed and approved Private & Parochial Schools Certificate Renewal Plans
- Served as the Health/Life Safety Inspector for schools

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- Served as Positive Behavioral Intervention and Support Coordinator (PBIS) for Kane and Lake Counties
- Served as the LPDC chairperson for Kane county school districts
- Served as the Home-School Liaison

Accomplishments

- Oversaw 1.5 million dollars in Tobacco Free grant
- Established and Implemented building inspection checklist

Carpentersville Middle School District #300, Carpentersville, Illinois Principal, 1997-2000

- Applied and enforced school rules and regulations
- Conducted staff evaluation and supervision
- Collaborated data-driven decision making
- Conducted and evaluate Staff
- Conducted and facilitate staff discipline
- Conduct interviews and hire potential candidates
- Developed community partnerships with local businesses and organizations
- Developed positive relationships among students, parents, staff and the community
- Developed school schedule
- Managed school budget
- Provided leadership in curriculum and instruction
- Provided leadership in the school improvement process
- Provided professional development for staff
- Served as a chairperson for the School Improvement Team
- Worked cooperatively and collaboratively with the Board of Education

Accomplishments:

- Established and implemented a community partnership for suspended students
- Established and implemented a teacher incentive program
- Established and implemented student Academic and Athletic Hall of Fame Wall
- Established and implemented Bilingual Special Education program
- Established and implemented monthly bilingual meetings
- Establish breakfast program
- Established and implemented a Saturday program for parents and students
- Established and implemented a police liaison position

Dundee-Crown High School District #300, Dundee, Illinois Assistant Principal, 1995-1997

- Applied and enforced school rules and regulations
- Assisted in the development of students' Individualized Education Program
- Conducted and facilitate staff discipline
- Conducted staff evaluation and supervision
- Recruited and hired staff
- Served as an active member of the School Improvement Team
- Served and provided critical data for Pupil Personal Services (P.P.S)
- Served on the Student Assistant Training Team (S.A.T.)
- Served on the Conflict Resolution Committee

East Aurora School District #131, Aurora, Illinois Physical Education Instructor, 1986-1995

- Kindergarten Bilingual Education Instructor, 1984-1986.

East Aurora High School District #131, Aurora, Illinois

- Summer School Illinois Migrant Program, 1985 -1987
- Summer School Physical Education Instructor, 1985-1987
- Summer School Math Instructor, 1985-1987

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**Committees
Professional
Affiliations**

Illinois Association for Business Affairs
Illinois Principal Association
Puerto Rican Cultural Council
Illinois State Alumni Association
Illinois High School Wrestling Official

Skills

Language Skills: Fluent in Spanish
Computer Skills: Microsoft Word/Works, Power Point, Excel, Windows 2000, Access, Netscape, Email

Credentials

Letters of recommendation upon request

References

Dr. Christie Aird, Assistant Superintendent for Teaching and Learning
East Aurora School District #131
417 Fifth Street
Aurora, Illinois 60505

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Dr. Christine Warren, Director of Secondary Education
417 Fifth Street
Aurora, Illinois 60505

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Michael Smith, Principal
East Aurora School District #131
954 East Benton Street
Aurora, Illinois 60505

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Randy Braverman, Director of Security and Safety
Oak Park Riverforest High School
201 North Scoville Avenue
Oak Park, Illinois 60302

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