

## *Nestor Garcia*

Aurora, Illinois 60506

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

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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

[REDACTED]  
Aurora, Illinois 60505

Dr. Christine Warren, Director of Secondary Education

[REDACTED]  
Aurora, Illinois 60505

Michael Smith, Principal  
East Aurora School District #131

[REDACTED]  
Aurora, Illinois 60505

Randy Braverman, Director of Security and Safety  
Oak Park Riverforest High School

[REDACTED]  
Oak Park, Illinois 60302