

Caledonia Community Schools

Internal/External Job Posting January 2019

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Job Title: Athletic Director	Posting Date: 24 January 2019	Start Date: 1 July 2019
Department: Administration	Employee Group: Caledonia Administrative Employee Group	
Reports To: High School Principal	Application Deadline: February 15, 2019	
Application Process Apply online at http://www.calschools.org/employment/ Resume and cover letter may also be mailed to: Caledonia Community Schools Human Resource Director 9753 Duncan Lake Ave. Caledonia, MI 49316	Compensation/ Fringe Benefits: Salary Range: \$89,000-\$95,494 Comprehensive Benefits Package	

Position Summary

The Athletic Director leads the 9-12 athletic program with vision, diligence, tenacity and strong moral character. The AD will inspire students and coaches to reach their highest potential in the classroom and in athletic competition.

Essential Functions and Responsibilities

- Coordinates the 9-12 athletic program in collaboration with principals and coaches to ascertain programmatic needs on an annual basis, as well as prior to each season to insure consistency of program.
- Initiates the recruitment and selection of coaches and makes employment recommendations.
- Supervises and evaluates all coaches at the high school level.
- Schedules all high school athletic contests, issues contracts for the contest, and maintains the proper and necessary records.
- Knowledge of Title IX rules and regulations.
- Ensures officials are scheduled and contracts are issues for all high school contests. Maintains an active file of officials under contract and pays officials following the contact.
- Arranges transportation for all away high school contests.
- Supervises the preparation and verifies all athletic eligibility lists.
- Supervises high school athletic contests and acts as the host to officials and visiting schools. Oversees the supervision of contest employees and volunteers who work the athletic contest. Arranges for personnel to supervise contests as needed.
- Supervises athletic funds, prepares and administers a detailed operating budget for the athletic program and submits it to the building principal/finance director. Orders all equipment and

maintains a current inventory of all athletic equipment.

- Advises and ensures all coaches conform with Board and MHSAA policies. Attends league and district meetings. Ensures all coaches have successfully completed required MHSAA training programs.
- Supervises and is responsible of preparation for home contests.
- Provides leadership for and serves as liaison to high school athletic booster groups and coordinates, with the coaches, the support group for specific athletic programs.
- An appreciation for diversity and proactive measures to enhance culture
- Other duties as assigned by the Superintendent/Principal and or his/her designee.

Employment Qualifications

EDUCATION: This position requires a Master's degree from a four-year college or university in educational administration, athletic administration or similar programs.

EXPERIENCE: This position requires a minimum of three to five years of related experience as an athletic director. Previous coaching experience is required.

SUPERVISORY RESPONSIBILITIES: The athletic director will supervise all coaches, game workers, and assigned staff.

CERTIFICATES, LICENSES, OR REGISTRATIONS: Valid MI administrative certification is highly desired.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required:

- Thorough knowledge of MHSAA policies and procedures.
- Strong strategic visioning skills.
- Ability to perform highly complex and technical tasks.
- Ability to function in a fast-paced environment.
- Strong conflict resolution skills.
- Strong public speaking skills.
- Knowledge of pertinent federal, state, and local laws, policies, rules and regulations as it relates to school administration.
- Ability to establish and maintain cooperative working relationships.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to demonstrate motions of the sport such as running, lifting, physical impact, throwing, catching, swinging etc. The employee is required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds.

Work Environment:

The noise level in the work environment is usually moderate to loud. The majority of work will be conducted outdoors. Adverse weather conditions such as excessive heat/cold or rain/snow may be part of the work environment.

Notice of Nondiscrimination

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.