

JOB POSTING
WAYLAND UNION SCHOOLS
850 E Superior St
Wayland, MI 49348

Building / Department: Wayland Union High School / Athletics & Administration

Position: Athletic Director, Grades 9-12 & Assistant Principal Grade 9

Qualifications:

- Possess and maintain a valid Michigan teaching certificate with a Master's Degree preferred
- Ability to meet the State of Michigan School Administrator Certification requirements
- Must have three (3) years secondary classroom teaching or supervisory experience; experience as a coach and building administrator preferred, Athletic Administration emphasis desirable
- Training and experience in secondary school activities; knowledge of MHSAA athletic program
- Ability to work as part of the Administrative team focused on the District's interest and goals
- Ability/personality to work with and effectively communicate with students, colleagues, parents, individuals in community, school groups and organizations
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

Competencies / Duties:

- Develop programs for Varsity, JV, and Freshman sports activities for Fall, Winter and Spring sports, in consultation with varsity coaches and in accordance with the rules and bylaws of MHSAA and OK Conference
- Secure personnel for athletic contests/activities; scorers, timers, ticket sellers/takers; authorize payment
- Maintain files; teams/individual records; submit participation reports to MHSAA
- Supervise and evaluate seasonal coaches / evaluate teachers as directed by Principal
- Maintain appropriate written documentation of personnel matters, and share same with Human Resources
- Develop and monitor budget for Athletic Department
- Create work orders for maintenance of athletic fields / facilities
- Attend or have a representative at athletic contests to supervise phases of game administration
- Responsible for Athletic Programs operational correspondence
- Maintain appropriate athletic equipment inventory seasonally
- Provide seasonal coaches meetings to discuss recommendations / suggestions for improving athletic program, also making sure coaches are prepared for the season i.e. equipment, schedules, required training
- Develop / maintain athletic handbook, review annually and revise as needed
- Responsible for Grade 9 student discipline and positive behavior incentives
- Assist the High School Principal as needed

Reports To: High School Principal

Application Procedure: **EXTERNAL Candidates:** Please visit our website and use our APPLITRACK online application process www.waylandunion.org

INTERNAL Candidates: Tom Cutler, High School Principal
cutlert@waylandunion.org

Terms of Employment: 215 working days Salary commensurate with experience (Range \$77,000- \$81,000)

Date Posted: February 28, 2018

Application Deadline: March 14, 2018

Posting Approved by: Norman L. Taylor **Date:** 2-27-18
Norman L. Taylor, Superintendent

NOTICE: Wayland Union Schools does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, height, weight, or marital status in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent 850 E Superior St, Wayland, MI 49348 (269) 792-2181.

Assigned to: _____ Date: _____