



# Ravenna Public Schools

12322 Stafford Street, Ravenna, MI 49451

Phone 231-853-2231; Fax 231-853-2193

[ravennaschools.org](http://ravennaschools.org)

## JOB POSTING

**POSITION:** Middle School/High School Athletic Director - Part Time

**EDUCATION:**

Appropriate teaching certification and/or a degree in a related field. Experience as an Athletic Director or related field is preferred.

Knowledge of Microsoft Word, Excel and Schedule Star preferred.

**DUTIES:**

Managing the overall program of interscholastic athletics for high school programs.

Selecting, assigning and evaluating all coaching personnel.

Assumes leadership role in the orientation and inservice training of coaching personnel.

Represents Ravenna School District in matters of interscholastic athletics with each secondary league of affiliation.

Represents Ravenna School District in matters of interscholastic athletics with the MHSAA.

Is responsible for the organization and scheduling of athletic events.

Contracts officials for all home contests and arranges transportation for away contests.

Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic activities.

Fosters good school-parent relations by maintaining communication relative to rules and regulations on athletics.

Establishes and enforces the physical, academic and training requirements of eligibility for participation.

Other duties may be assigned.

**GENERAL REQUIREMENTS:**

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.

**DEADLINE:** Until filled

To apply go to [ravennaschools.org/OurDistrict/RPS](http://ravennaschools.org/OurDistrict/RPS) Job Opportunities

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Posted: June 22, 2017