

Three Rivers Community Schools  
851 Sixth Avenue  
Three Rivers, Michigan 49093

### **Athletic Director**

The Three Rivers Community Schools Athletic Director, under the direction of the Superintendent, will manage and coordinate all athletic activities and sports programs. The Athletic Director will promote Wildcat athletics and general physical fitness as positive extra-curricular activities within the overall academic experience available to our students. The Athletic Director will ensure the athletic department works collaboratively with other district departments and the community in the pursuit of athletic excellence. The mission will be to provide a positive athletic experience for all students and to provide for safe programming within the confines of the law, district policies and an agreed upon budget.

### **Essential Duties and Responsibilities**

#### **Leadership/Continuous Improvement**

- Demonstrates initiative in and supervises the TRCS middle school and high school athletic programs in coordination with administrators and others, including recommending policies and procedures relating to the athletic programs.
- Works collaboratively with other district administrators toward continuous school improvement.
- Assists in the recruitment, selection, supervision, mentoring and evaluation of all coaches.
- Creates and maintains long-range plans for improvement to athletic programming and facilities.
- Organizes professional development programming for all coaches.
- In collaboration with administration, establishes annual goals for the athletic department.

#### **Communication**

- Advises administration, teaching staff, coaches and students on matters pertaining to the athletic programs.
- Promotes involvement in Wildcat athletics by students, staff and community as either an athlete, a fan, a volunteer, a sponsor or a coach.
- Disseminates information regarding athletic activities, utilizing a variety of mediums, to all interested stakeholders.
- Serves as the school district representative and liaison to youth leagues, the booster club, and other sports-related groups.

#### **Knowledge, Skills, and Abilities**

- Knowledge of athletics, athletic programs, and physical fitness.
- Knowledge of applicable federal and state laws and regulations regarding school district athletic programs, safety and health, and other related areas.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint).
- Ability to develop and maintain an annual budget.

- Ability to evaluate, develop and implement athletic programs, activities, and events, and make effective recommendations related to those areas.
- Excellent verbal and written communication skills.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance, and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

#### Experience/Education

1. Bachelor's Degree or higher in Education and/or Sports Management.
2. Minimum of five years of teaching/coaching experience. Varsity experience preferred.
3. Demonstrated Leadership Skills.

#### Salary and Benefits

Base Annual Salary commensurate with experience.

#### Reports To

Superintendent of Three Rivers Community Schools