



Notice of Available Position(s) ***Athletic Director***

Posting Period:

May 15, 2017 to May 26, 2017 (or until filled)

Required Application Materials:

Letter of Interest

Current Professional Resume

Copy of Certifications

List of References (minimum of three professional references)

*Please feel free to include any other application materials that you feel may be necessary.

Apply to:

Jennifer Brown, Superintendent

Cadillac Area Public Schools

421 South Mitchell Street

Cadillac MI 49601 (231)876-5000

Electronic Applications can be sent via email to jobs@cadillac.k12.mi.us

“EDUCATE. COLLABORATE. INNOVATE.”

****Cadillac Area Public Schools is an Equal Opportunity Employer****

Job Description

The Athletic Director maintains, organizes and administers the District athletic program to provide well accepted, safe, healthy, and balanced interscholastic athletic programs that will enhance student learning, promote health and develop skills. S/he assures a satisfactory response to the needs of students, parents, staff, and the general public. The Athletic Department Supervisor performs assignments as may be directed by the Superintendent and/or High School Principal.

Qualifications

1. B.A./B.S. required (B.A /B.S. in education, recreation, or related field preferred.)
2. Knowledge of and experience in high school/college athletics.
3. Evidence of positive attitude and human relations skills.
4. Evidence of high standards of ethics, honesty, and integrity in personal and professional matters.
5. Management and leadership skills.
6. Strong communication skills.

Performance Responsibilities

The Athletic Director will perform (but not be limited to) the following responsibilities:

Management:

1. Selects assigns and evaluates all coaching and support personnel.
2. Monitors and completes reports dealing with Title IX and gender equity.
3. Oversees and supervises middle school athletics.
4. Maintains current educational/administrative certificate.
5. Assumes leadership role in building management in absence of building principal and assistant principal.
6. Administer and coordinate athletic facility use for the district.
7. Set schedule and arrange for transportation regarding all athletic events and practices.
8. Maintains records to determine the eligibility of athletes within district and Michigan High School Athletic Association policies and regulations.
9. Responsible for the hiring and payment of all athletic officials.
10. Develop athletic schedules.
11. Assist in organizing and coordinating school or MHSAA tournaments as so directed by the High School Principal.
12. Oversee the maintenance and upkeep of athletic fields and other facilities.
13. Oversee the maintenance, storage, and inventory of equipment.
14. Develops, presents and promotes end of season and end of year reports in accordance with district expectations.

Supervision:

1. Hiring and supervising athletic event staff, including oversight of the established event policies and procedures.
2. Supervise the organization and management of special events, (I.e. All Sports Awards Night, Parents' Night, Homecoming, etc.)
3. Supervise and coordinates supervision of all junior/high school boys' and girls' athletic events.

Communication/Public Relations:

1. Reinforce and promote mission/belief statements with players, coaches, parents and community.
2. Ensure that players, coaches, officials and spectators are treated with dignity and respect.
3. Model behavior that is expected from players, coaches, parents and the community, acting in a professional manner.
4. Follow athletic guidelines for honest communication. (e.g. with coaches, parents, community, media, etc.)
5. Maintain visibility and accessibility at sporting events.
6. Serve as a liaison between the Athletic Boosters' organizations and school administration.
7. Maintain positive community public relations regarding the total athletic program.
8. Assist in the responsibility for public and media relations to assure positive team recognition and expand public awareness of athletic activities.
9. Represent CAPS at meetings and conferences that are pertinent to athletics as directed by the High School Principal.
10. Assumes leadership role in Junior High and High School orientation and in service training of coaches.

Budget:

1. Arrange for purchase of all athletic uniforms and equipment from the athletic budget.
2. Creates and manages the athletic budget including student fees.
3. Maintain an accurate record of athletic student internal accounts.
4. Responsible for all event cash boxes, ticket sales, and accuracy of event deposits.

Other:

Perform other duties that may be assigned by the Administration.

Evaluation

As outlined in the Administrative contract.

Terms of Employment

As outlined in the Administrative contract