

Vacancy Posting (Administration)

2024-2025 SCHOOL YEAR

Posted on Tuesday, January 21, 2025

Individuals wishing to apply for the following position must apply by February 7, 2025. Please submit a letter of application, current resume, five personal/professional references who can be contacted immediately along with official transcripts and credentials to Carrie Yoho, Human Resources Director, yoho@owosso.k12.mi.us. All materials will be treated confidentially through the screening process only at the request of the candidate.

Vacancy #	Position	Weeks of Work	Location
AD-1	Athletic Director/Assistant Principal	52 weeks	Owosso High School

Qualifications:

- Applicants must possess a Master's Degree in Education, Sports Administration, or a related field preferred.
- Applicants must meet MDE qualification for Administrators Certification or be enrolled in a program.
- Strong understanding of MHSAA regulations, conference polices, and athletic operations.
- Experience with performance evaluations, employee relations, and athletic program development.
- Visionary leadership and a proven track record of leadership with abilities in planning, supervision, public relations, athletics administration and budget management.
- Proficient in conflict resolution techniques and be able to effectively communicate with students, staff, coaches and parents.
- Excellent communication and organizational skills, demonstrated characteristics of being approachable, personable and accessible to staff, coaches, media and community. Ability to communicate to a wide variety of constituents.
- Demonstrated experience in promoting a positive co-curricular experience for students.
- High moral and ethical character; impeccable integrity and trustworthiness.
- Proven ability to plan and manage district and state tournaments.
- Availability to attend and supervise athletic events, including evenings and weekends.
- Criminal background check including fingerprinting required.

Essential Job Responsibilities:

- Ensure adherence to district/school policies with efficiency and effectiveness.
- Serve as the primary contact for the high school athletic department, coordinating with coaches, officials, students, parents, and administration to ensure effective communication and program success.
- Schedule athletic contests, practices, and events within the framework of the MHSAA and district policies.
- Coordinate facility use for athletic events and practices and coordinate transportation.
- Recruit, hire, supervise, and evaluate coaches and athletic personnel.
- Provide leadership, support, and professional development opportunities for coaching staff.
- Monitor student-athlete eligibility to ensure adherence to school and MHSAA requirements.
- Ensure compliance with all MHSAA, conference, and district regulations and polices.
- Assist in managing the athletic budget, ensuring resources are allocated effectively.
- Approve requisitions for equipment and supplies and maintain accurate inventory records.
- Secure and coordinate officials, volunteers and event staff.
- Supervise athletic contests, ensuring smooth operations and safety.
- Inspect and maintain athletic facilities to ensure safety and compliance with district standards.
- Publish schedules and communicate athletic updates, results and scores to all stakeholders.
- Assist with the daily operation of the high school.
- Establish and maintain a positive culture of high expectations for both academics and behavior.
- Establish and maintain positive relations with parents, parent groups, school volunteers, business partners, and other related agencies.
- Create a positive student culture and be a member of the building wide positive behavior support team.
- Other duties as assigned by the building principal or superintendent.

Salary and Contract Information: \$103,814-110,590

Starting salary will be negotiated in accordance with the candidate's training and experience. Fringe benefits include vacation, sick leave, personal leave, two flex days, short-term and long-term disability insurance, life insurance, full family health insurance, dental and vision insurance, longevity pay and terminal leave pay as set forth in the Administrator Agreement.

The Owosso Public School District is comprised of three elementary buildings operating during the school year, a secondary campus, central office/alternative high school and an early childhood center that is open year-round.

Approximately 3,100 students are enrolled in the preschool through high school facilities of the Owosso Public Schools. The student body represents an economically diverse population with approximately forty percent of the students coming from low-income backgrounds. The district is currently implementing the International Baccalaureate program.

The Owosso Public School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender 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. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

The following compliance officers have been designated to handle inquiries regarding the nondiscrimination policies and grievance procedures: Rich Collins, Principal, Owosso Middle School, 765 E. North St., Owosso, MI 48867, (989) 723-3460, collinsr@owosso.k12.mi.us or Dr. Catheryn Dwyer, Assistant Superintendent of Curriculum & Instruction, Owosso Public Schools, 645 Alger St., Owosso, MI 48867, (989) 723-8131, dwyerc@owosso.k12.mi.us. The Section 504 Coordinator is Bridgit Spielman, Principal, Bryant Elementary, 925 Hampton St., Owosso, MI 48867, (989) 723-4355, spielman@owosso.k12.mi.us.