



CAREER OPPORTUNITY ATHLETIC DIRECTOR

The Chippewa Hills School District is seeking a highly motivated individual for the position of **Athletic Director** for Chippewa Hills School District.

QUALIFICATIONS

- Degree in Educational or Athletic Administration from an accredited college or university is preferred.
- Coaching experience or experience in youth recreation programs preferred.
- Demonstrated ability to communicate effectively in writing and verbally with all levels of management, staff, students, parents and community
- Previous Athletic Director and/or coaching experience preferred.
- Demonstrated ability to administer student discipline consistently and fairly
- Meet any State of Michigan and MHSAA requirements for athletic director.

DETAILS

Effective Date: On or before August 1, 2018
Work Year: 3 weeks prior and 2 weeks after school calendar, with some summer hours (flexible)
Accountability: Superintendent and Intermediate and High School Principals
Salary: \$30,000 - \$35,000
Residency: Preferred but not required

DEADLINE July 13, 2018

CONTACT Interested individuals should send a complete resume to:

Dr. Michael Bob Grover, Superintendent
3226 Arthur Road
Remus, MI 49340
bgrover@chsd.us



POSITION: Athletic Director

DUTIES AND RESPONSIBILITIES:

1. Responsible to the superintendent of schools and works under the direction of the high school and intermediate school principals and the overall athletic program.
2. Responsible for administering all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the Michigan High School Athletic Association.
3. Observes coaches sufficiently in order to make future recommendations to the school principals as to coaches' job assignments.
4. Responsible for evaluations of head coaching staff and assisting with the evaluations of other coaching staff.
5. Responsible for evaluating all new candidates for original appointments and shall be a member of the selection committee which also includes the principals and the superintendent of schools or his designee. The committee shall recommend two or three finalists to the superintendent of schools or designee. The committee shall recommend two or three finalists to the superintendent who shall recommend a candidate to the Board of Education.
6. Responsible for all recommendations for the improvement of adequate facilities which shall be directed to the superintendent of schools for consideration and referral at his discretion.
7. Responsible for the development of all interscholastic game schedules supported by a copy of the contract form in his files and approve the publication of all schedules
8. Responsible for contracting all game officials including those assigned by the CSAA.
9. Interprets board policy to the extent necessary to provide guidance for the schools and coaches under his jurisdiction.
10. Resolves conflicts that may develop from time to time within the ranks of the athletic department.
11. Oversees the athletic budget with recommendations to the Superintendent and Finance Director.
12. Submits a financial report to the business office at the end of each school year.
13. Makes arrangements for all interscholastic events such as transportation, lodging and meals, when required.
14. Receives equipment quotations from authorized coaches, evaluates such requests and approves appropriate orders.
15. Attends all home athletic contests and/or arranges for proper supervision of home athletic contests by administrative personnel.
16. Acts as tournament manager for all league and tournament playoff activities that are assigned to the school district.
17. Sends reminders of coming events to schools and officials.
18. Responsible, along with the principal, after consulting the head coach, for the cancellation or postponement of contracted contests because of non-playing conditions.
19. Supervises all radio and television broadcasts, as well as the public address system operation at the various games.
20. Maintains a permanent file of players, medical examinations, insurance forms, records, parent consent forms, payments, etc.

21. Maintains permanent records for each sport, such as wins and losses, outstanding records, letterpersons, etc.
22. Maintains a file of all athletic suspensions and expulsions from teams in regard to giving each athlete "due process".
23. Responsible for determining scholastic eligibility of all candidates for athletic teams on a weekly/grading period/semester basis and for certifying their eligibility on the proper state forms.
24. Coordinates with the district office the coaches' request to attend coaching clinics at Board of Education expense.
25. Works in conjunction with the business office in developing the yearly budget for the athletic program as requested by the head coaches.
26. Works with the principal, cheerleading advisors and coaches involved in scheduling all athletic assemblies and pep rallies.
27. Coordinates the use of all athletic facilities in the school district with the respective building principals by groups outside the school.
28. Responsible for game management at all home interscholastic contests and, when admission is charged, is responsible for the safekeeping and deposit of all gate receipts.
29. Provides for the cleaning, repairing and storing of all athletic equipment and maintaining a perpetual inventory of all equipment.
30. Establishes procedures for the control of the training room.
31. Arranges for the medical doctors at all home varsity football games and larger athletic events.
32. Supervises the physical equipment and schedules facilities for all interscholastic athletic contests.
33. Plans, organizes and supervises all athletic awards programs with the booster club, with the approval of the principals involved.
34. Promotes publicity for all interscholastic sports, such as sports brochures, press, and radio for all schools and shall assist the booster club in the organization of the game programs.
35. Coordinates with the supervisor of maintenance the repair and maintenance of varsity athletic field, track, baseball fields and gymnasiums, including physical education facilities.
36. Manages athletic facilities and controls the use of same by band, football team, track squad, etc. Hires or makes necessary arrangements to provide ushers, parking, security and other services required by the athletic operation.
37. Assumes responsibility for assignment of keys to athletic facilities and gymnasium, including physical education facilities.
38. Represents the school in all athletic business at league, conference and state meetings.
39. Works out a reasonable and equitable program for the utilization of the concession stands.
40. Responsible for scheduling physical examinations in accordance with the requirements of the Michigan High School Athletic Association.
41. Responsible for the operation and organization of the press boxes.
42. Attends and serves as school liaison at all athletic booster club meetings.
43. Is the liaison person between the coaches and the athletic boosters club.
44. Assists the administration in the preparation and the distribution of complimentary passes for the school district.
45. Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests.
46. Responsible for the annual review of the athletic policy and staff handbook.
47. Constantly evaluates the program, always seeking ways of improving interscholastic athletics.
48. Presents recommendations for changes in athletic policies from the athletic board to the superintendent. These recommendations shall be acted upon by the Board of Education.
49. Performs such other duties as the principal and/or superintendent of schools may direct such as student management, discipline and supervision.