

Location: COMSTOCK PARK HIGH SCHOOL

Job Title: 9 -12 Athletic Director 1.0 FTE

Posted: January 13, 2020 **Posting Closes:** January 27, 2020

Internal Candidates Apply to: Jodi Smith, HR Dir. via email or in writing **External Candidates Apply via:** www.applitrack.com/kent/onlineapp

Position Vacated By: N/A Position Filled By:

SUMMARY: Maintains, organizes and administers the overall program of interscholastic athletics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops, communicates and implements a shared culture throughout athletic program and school
- Monitors and supports athletic eligibility and student athlete academic support
- Creates and implements student, parent, and community event norms and expectations
- Assists in selecting, assigning and evaluating all coaching personnel
- Assumes a leadership role in the orientation and in-service training of coaching personnel
- Represents the School District in matters of interscholastic athletics with the MHSAA
- Represents the School District in matters of interscholastic athletics with each secondary league of affiliation
- Is responsible for the organization and scheduling of athletic events
- Contracts officials for all home contests
- 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 communications relative to rules and regulations on athletics
- Creates and manages the athletic budget including student fees and gate receipts
- Monitors the athletic facilities and equipment to ensure they are safe, clean, and in compliance with all league rules, MHSAA rules and district policies
- Maintains inventory of all athletic equipment
- Establishes and enforces the physical, academic and training requirements of eligibility for participation
- Monitors and completes reports dealing with Title IX and gender equity
- Oversee/supervise middle school athletics
- Assumes a leadership role in building management in the absence of building principal and assistant principal
- Other duties as assigned by the Principal / Superintendent or his/her designee

SUPERVISORY RESPONSIBILITIES: Manages subordinate head coaches who supervise all assistant and JV coaches in the Athletic department. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION 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.*

EDUCATION and/or EXPERIENCE: Master Degree in education with a preference in Educational Leadership and Instruction (preferred). Successful experience as a teacher and coach (preferred).

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Michigan Valid Teaching Certificate (preferred). CAA (preferred) certification through the NIAAA.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to operate a personal computer and related software.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee must occasionally lift and/or move up to 50 pounds. The employee is frequently will work irregular or extended work hours while performing the duties of this job. The employee is responsible for the safety, well-being and work output of students and coaches. Coaches are directly responsible for the safety, well-being and work output of their students/athletics.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

COMPENSATION: Based on education, qualifications and experience.

The final candidate for this position will be required (at their cost) to furnish the district with a current Michigan State Police and FBI criminal records LiveScan check prior to our recommendation to hire.

EQUAL RIGHTS: The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender 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.

GRIEVANCE PROCEDURES: Any person believing that the Comstock Park Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title IX of the Education amendment Act of 1972, (2) Section 504 of the Rehabilitation Act of 1973, (3) the Age Discrimination Act of 1975 and (4) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to the local Coordinator at the following address: 101 School Street, Comstock Park, MI 49321. Phone (616) 254-5000.

*** The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*