

MONA SHORES PUBLIC SCHOOLS
HUMAN RESOURCES OFFICE



JOB POSTING
THURSDAY, AUGUST 6, 2009

DIRECTOR OF ATHLETICS
Coaching Opportunities Available

Send letter of interest and resume and application to:

Susan McAvoy, Administrative Assistant for Human Resources
Mona Shores Public Schools
3374 McCracken
Norton Shores, MI 49441
Fax: (231) 780-2099

**CANDIDATES MUST COMPLETE AN ADMINISTRATIVE APPLICATION, WHICH IS
LOCATED ON OUR WEBSITE AT WWW.MONASHORES.NET**

Expiration Date for Internal/External Applicants: Monday, August 31, 2009, until filled

An Equal Opportunity Employer

MONA SHORES PUBLIC SCHOOLS
Norton Shores, Michigan
JOB DESCRIPTION

TITLE: District Wide Athletic Director

REPORTS TO: High School Principal

QUALIFICATIONS:

1. Create a vision of a quality extracurricular athletic program and the ability to implement the program.
2. Management skills to work with students, parents, and staff.
3. Leadership skills to make each program/activity a quality experience.
4. Organizational abilities to schedule and implement the schedule.
5. Previous leadership/coaching experience in athletic programs.
6. Proven skill in working with students and/or parent groups.

SUPERVISES: Coaches and supervisors of all athletic programs.

JOB GOAL: To provide district leadership and coordination in working with administration, staff, community, and coaches to develop an athletic program that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport and the principles of fair play.

PERFORMANCE
RESPONSIBILITIES:

1. Scheduling
 - arrange schedules for all sports at all levels of competition, both league and non-league, home and away
 - contract all athletic events
 - print and distribute athletic schedules
 - provide for the printing and purchase of tickets
 - work with and oversee middle school director of athletics
2. Officials
 - contract officials for home contests
 - select officials when not assigned by league
3. Personnel
 - appoint the needed personnel to properly conduct all contests (ticket sellers and takers, scoreboard operators, scorekeepers and timers, public address announcers, parking lot attendants, etc.)
 - keep a record of pay for all officials and other personnel
4. Ticket Sales and Accounting of Money
 - arrange for sale of all athletic tickets, both the advance sales and the gate sales, both home and away
 - count, deposit and account for all game receipts
5. Facilities
 - assist the staff to insure that all facilities necessary for staging a competitive event are properly prepared

6. Attendance at games, meetings, etc.
 - attend as many sports contests as schedule permits
 - supervise or have supervision personnel at all home contests
7. Medical - Insurance
 - arrange for physical examinations of all athletes
 - keep a physical examination card on file for all athletes
8. Eligibility
 - work with staff/students/parents to determine and inform about eligibility
 - prepare all eligibility lists
 - interpret eligibility rules to coaches, athletes, parents, and staff
9. Awards
 - order, distribute and pay for all awards
 - maintain a record of all awards presented
 - assist the coaches and athletic boosters in preparing for athletic meetings and celebrations
10. Ordering/Maintenance and Repair of Equipment
 - Order all athletic equipment
 - provide for the maintenance and repair of equipment (time clocks, scoreboards, public address systems, football helmets, etc.)
11. OK Conference and Greater Muskegon Athletic Association
 - attend all meetings and serve on various committees
 - prepare and supervise when Mona Shores hosts a meet or contest
 - serve on league committees when appointed
12. Michigan High School Athletic Association
 - interpret and enforce all rulings of the state office
 - manage and direct state tournaments assigned to our school
13. Transportation
 - assist the transportation supervisor in providing and scheduling transportation for all athletic teams
 - inform the coaches on transportation policies and schedules
14. Budgets
 - work closely with the High School and Middle School building principals as well as the Director of Finance regarding finances of the Athletic Department
 - prepare the departmental budget
 - recommend and request all finances through the budget hearing process.
15. Public Relations
 - keep the public informed
 - work with and assist the booster organizations

16. Assignment of Coaches
 - responsible for the selection, coordination, and evaluation of coaches
 - establish appropriate relationships with all community based sports and recreation programs
 - work toward a coordinated community program
17. Philosophy
 - have a strong understanding and commitment to middle level programs, practices, and philosophies as outlined in the regulations of the MHSAA
 - recognize and support MHSAA rules and regulations pertaining to the goal of middle level interscholastic programs and practices
18. Student Attendance
 - Complete daily attendance checks on all athletes
 - Complete weekly grade checks on all athletes

TERMS OF
EMPLOYMENT:

Work schedule and salary as per the Administrative Handbook.

EVALUATION:

Primary evaluation for this position will be done annually by the High School Principal with direct input from the Middle School Principal.