

TITLE: **PART TIMEATHLETIC DIRECTOR**

QUALIFICATIONS: 1. At least three years successful coaching experience or equivalent.

REPORTS TO: High School Principal

SUPERVISES: Coaches

JOB GOAL:

1. Plans, directs, and assists in the evaluation of the Interscholastic athletic, intramural, and physical education program.
2. To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Administer the boys and girls interscholastic athletic programs and assume any duties as directed by the High School Principal and/or Superintendent of Schools.
2. Game Management and Scheduling:
 - a) Schedule and contract games and officials
 - b) Employ gate and supervision personnel, timers, scorers, announcers, etc.
 - c) Arrange for the purchase, sale, and distribution of tickets to athletic events.
 - d) Supervise readiness of game facilities and equipment.
 - e) Responsible for counting and placing gate receipts as directed by the Business Manager.
3. Arrange for transportation.
4. Arrange and supervise physical examinations.
5. Submit requests for the purchase of new equipment.
6. Maintain an efficient system for the inventory and repair of all athletic equipment.
7. Represent the district at AD Meetings, conferences, and higher level meetings when approved by the High School and Superintendent.
8. Supervise the granting of award letters.
9. Assist the Principal with eligibility procedures.
10. Prepare annual financial reports on each sport as directed by the Business Manager.
11. Prepare other reports as directed by the High School Principal and/or Superintendent.
12. Participate in the process of selection and assignment of coaching personnel.

13. Actively engage in developing and implementing relative to the functioning of both Program and Personnel.
14. Actively supervise both program and personnel.
15. Provide students with a safe, attractive, comfortable, clean, and efficient place to learn play and develop.
16. Conduct meetings with the athletic staff.
17. Serve as the Ubly Community Schools representative on any district Athletic Booster Club.
18. Keep the High School Principal aware of any athletic injury and maintain an up-to-date Athletic Injury Report Form.
19. Obeys and enforces all State and School District policies, rules, regulations and procedures.
20. Other duties as assigned by the Superintendent and High School Principal.

TERMS OF EMPLOYMENT:

1. Work day determined by season.
2. Attend all athletic games.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Professional Personnel.

Application Deadline: Until Filled

**TO APPLY FOR THIS POSITION, PLEASE SEND
LETTER OF INTENT AND RESUME TO:**

Mr. Troy Reehl- Superintendent
Ubly Community Schools
2020 Union St
Ubly, MI 48475
Or electronically to treehl@ublyschools.org