

# MARCELLUS COMMUNITY SCHOOLS

PO Box 48, Marcellus, MI 49067

(269) 646-7655

**Learning Today...Leading Tomorrow**



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## **Athletic Director/ Teacher (or Student Support)**

Part- or Full-time position, dependent on applicant qualifications

### **Athletic Director**

#### **Qualifications:**

- Michigan Teacher Certificate preferred
- Educational Leadership Degree or experience preferred
- Knowledge of the overall operation of the athletic program required
- Successful coaching experience preferred
- Ability to work effectively with staff, parents, community members, and students

#### **Primary Duties:**

- Oversees and responsible for all high school and middle school athletics
- Provides vision and leadership for continued improvement of the athletic program
- Provides leadership in the selection, development and evaluation of coaches
- Organizes and schedules officials, transportation, facilities, and athletic events.
- Facilitates all scheduling and supervision of contests
- Communicates regularly with parents, coaches and student athletes and booster clubs
- Promotes the educational athletic program and maintains a robust system of athlete recognition and celebration
- Develops and maintains student and coach athletic handbooks and ensures compliance with MHSAA and local policies and regulations. Makes recommendations for policy revisions as appropriate
- Represents the district at athletic conferences and league meetings.
- Responsible for ticket receipts & budget
- Maintains athletic equipment inventory and develops both short and long term purchase recommendations
- Assumes leadership role in the absence of the principal
- Other duties as assigned by the superintendent

#### **Teacher/ Student Support:**

Those interested in full time position must be willing to work as a part time classroom teacher or in student support capacity as assigned. Michigan Teaching Certification required. Reports to the high school principal.

**Compensation:** Starting salary commensurate with experience, degree and qualifications

**Start Date:** July 1, 2024

**Application Process:** Interested and qualified applicants may submit a letter of interest, resume, transcripts and letters of recommendation to:

Nanette Pauley, Superintendent

[npauley@marcelluscs.org](mailto:npauley@marcelluscs.org)

P.O. Box 48

Marcellus, MI 49067

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from all within a school setting.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**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 to instructional programs; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, staff, peers, parents and community; ability to speak clear and concisely in written or oral communication.

**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 is regularly required to stand; bend; kneel; walk; use hands to finger, handle, or feel objects, tools, or controls; talk; and hear. The employee frequently is required to reach with hands and arms. The employee is required to sit or stand for extended periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. The employee is required to be able to hear conversations in quiet and noisy environments.

**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 the work environment is usually moderate. The employee is directly responsible for the safety and well-being of students. The employee works in both inside and outside weather conditions.

**Pre-employment Screening:** Applicants who receive a conditional offer of employment for a position with Marcellus Community Schools will be required to successfully complete a background check and may be required to have a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations).

The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.

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

Marcellus Community Schools subscribes to equal opportunity in its employment as required by laws and does not discriminate on the basis of religion, race, color, national origin, sex, age, height, weight, marital status, or disability in its programs and activities.