

NOTICE OF VACANCY

DATE POSTED: December 20, 2024

POSITION: Athletic Director

START DATE: Immediately

SUMMARY: This assignment would include the supervision of the athletic department, coaches, scheduling, game management, league activities and other duties as assigned by the Principal/Superintendent. It would require evening hours and some weekends. The position is subject to review annually.

QUALIFICATIONS:

1. An Associate's degree or higher would be preferred, high school diploma required
2. Administrative certificate preferred
3. Previous athletic experience required
4. Organized and task oriented
5. Ability to develop positive working relationships with students, staff, and other school community members
6. Evidence of computer literacy skills
7. High moral character, integrity, and strong interpersonal communication skills
8. Have knowledge of athletic programs and high school sports
9. Time management skills

PERFORMANCE RESPONSIBILITIES:

1. Day to day duties including phone calls and emails
2. Schedule game management and workers (coaches could be required to get game workers)
3. Approve the use of athletic facilities by outside organizations using the Schedule Star program
4. Run/Track weekly and trimester eligibilities
5. Prepare and print schedules using Arbiter
6. Prepare and print rosters/programs
7. Send rosters to opposing schools
8. Prepare tills, count tills, make and track deposits
9. Schedule, verify, and compensate officials
10. Collect/organize/track/distribute athletic physicals
11. Make certificates, get letters and pins to coaches, and work on athletic awards
12. Call opponents and officials to verify schedule
13. Coordinate with other school events such as band, choir, and Student Council
14. Work with the Caro Athletic Boosters, parents and the community
15. Address athletic discipline issues
16. Game management
17. Other duties as assigned

COMPENSATION: Range \$55,000 - \$62,000 based on experience

This position shall provide negotiated health insurance. This position would earn retirement credit and include scheduled time off and sick days.

SEND COVER LETTER AND RESUME INCLUDING REFERENCES TO:

Caro Community Schools
Attn: Kristen Stein
301 N. Hooper Street
Caro, Michigan 48723
kstein@carok12.org

DEADLINE: January 12, 2025