

COVERT PUBLIC SCHOOLS

35323 M-140 HIGHWAY
COVERT, MICHIGAN 49043



Vision – A nurturing community where all are inspired and empowered to pursue their dreams.

Mission – Provide a quality education in an inclusive and supportive environment while promoting excellence through innovative possibilities.

POSITION: Athletic Director

REPORTS TO: Principal

EMPLOYMENT STATUS: Part Time

RATE OF PAY: \$7,500 Stipend for school year 2024-2025

GENERAL DESCRIPTION:

Working with the Principal, the AD supervises and coordinates all athletic events, maintains accurate receipts and expenditures, and submits financial reports on time. The AD will assist with hiring coaches, managing sport schedules, promoting athletic activities and contests, and tracking team progress. The AD will be responsible for helping athletes and coaches reach their full potential. The AD will work on site and possibly work evenings and weekends as needed.

RESPONSIBILITIES:

- Positively promotes the athletic program to students, staff, parents, and the community.
- Understands and follows all rules and guidelines set forth by the MHSAA.
- Collaborates with the school Principal in regard to monitoring the athletic budget at all levels.
- Collaborates with coaches to determine equipment needs, as well as inventory all athletic equipment before and after the season.
- Establishes schedules for all athletic contests. Schedules will be documented annually for the next school year by June 5th.
- Collaborates with the Human Resources department to recruit, hire, and create contracts for coaches for the next school year by June 5th.
- Communicates with custodial staff to ensure the playing area is set up to provide a safe environment for athletes, officials and spectators.
- Collaborates with coaches and the Principal before making decisions about canceling contests or practices.

- Schedule all workers at contests (announcer, gate workers, concessions, etc...), and be set up at least 45 minutes prior event start time.
- Schedule officials and process paperwork for timely payment to the officials.
- Schedule student physicals in April to be complete by the end of May.
- Attend home athletic contests.
- Represent the school at league meetings to help formulate league athletic policies and programs.
- Maintain a proper working relationship with social media.

ADDITIONAL WORKING CONDITIONS:

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

QUALIFICATIONS:

Experience working within an athletic program at all levels - Elementary, Middle and High School.

Knowledge of budgeting and record keeping.

One year of successful coaching responsibilities.

Excellent communication skills.

CPR certification or ability to obtain CPR certification within 30 days of hire.

Water Safety Instructor certification or ability to obtain WSI certification within 30 days of hire.

Ability to lift up to 40 pounds.

Reliable transportation and a valid drivers license to drive School vehicles.

Forward resume to:

Covert Public Schools
Attn: Carol Saxton saxtonc@covertps.org
35323 M-140 Highway
Covert, MI 49043
www.covertps.org

POSTED: 04/22/2024

POSTING PERIOD: accepting resumes through May 15, 2024