

BIRCH RUN AREA SCHOOLS

Birch Run, Michigan

PROFESSIONAL JOB OPPORTUNITY

Athletic Director

Birch Run Area Schools

DATE POSTED: June 29, 2023 **DEADLINE:** Until Filled

SCHEDULE: 260 day position beginning August 1, 2023

SALARY: Experience and Qualifications will be considered

REQUIREMENTS:

- Master's degree in Education, secondary administration preferred
- Valid school administrator certificate preferred
- Valid State of Michigan Teaching Certificate preferred
- Minimum five (5) years of successful teaching and or administrative experience preferred

QUALIFICATIONS/REQUIREMENTS

Applicants should hold a degree in education or a related field of study with preference given for a Masters Degree. A minimum of five years coaching experience at the high school level and/or two years experience in athletic administration is preferred. Additional qualifications include the ability to:

- Articulate the relationship between interscholastic athletics and academics
- Explain and demonstrate experience with MHSAA policies and guidelines
- Multitask, work under pressure, solve problems and make and enforce difficult decisions
- Demonstrate experience supervising and organizing multiple athletic programs
- Work a flexible schedule including evenings and weekends
- Effectively speak to various groups with poise, preparation, accuracy and confidence
- Maintain effective working relationships with students, staff, coaches, parent groups and other community stakeholders
- Demonstrate personal maturity, patience and dependability in prioritizing the interests of student athletes
- Take initiative and work independently without direct supervision
- Manage and coordinate multiple priorities to meeting deadlines
- Recruit, screen, hire and evaluate program staff
- Administer an athletic program budget in accordance with appropriate protocols and procedures
- Coordinate Community Education and Facility Usage
- Other duties as assigned

Applicants should visibly demonstrate a willingness to expand their knowledge and skills by participating in professional development opportunities in all areas including Diversity, Equity and Inclusion.

HOW TO APPLY:

Submit letter of application and resume to beaves@birchrunschoools.org:

BIRCH RUN AREA SCHOOLS
PERSONNEL OFFICE
12450 CHURCH STREET
BIRCH RUN, MI 48415