



District Office
 501 West Sickels Street
 St. Johns, MI 48879
 Telephone: 989.227.4050
 Fax: 989.227.4099
 www.sjredwings.org

TITLE: Director of Athletics and Student Activities	FLSA: EXEMPT
REPORTS TO: High School Principal	POSTED: January 10, 2022
SALARY: Per Administrator Compensation Model - Range is currently \$78,250-\$96,372	NUMBER OF DAYS: 220 Days
LOCATION: St. Johns High School	START DATE: July 2022

POSITION SUMMARY

Responsible for providing assistance to the principal in the administration of the total school program. Responsible for administering all aspects of the activities and athletic programs. Promotes, organizes and directs a program of interscholastic athletics.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be “essential functions” in terms of the Americans with Disabilities Act or ADA. The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

- Develop and maintain a program which emphasizes safety, healthy life choices, and welfare of the participants.
- Strives to develop the concepts of discipline, hard work, desire to excel, and dedication to the sports of their choosing.
- Hire and maintain a coaching staff that believes in the value of educational athletes. That is to promote athletics as a component of the educational process, where students learn valuable lessons in practice and competition that will shape their future.
- Supervise an evaluation program for the coaches and set up training programs for coaches to be certified in CPR and First Aid, AED, Concussion, and MHSAA Coaches Advancement (CAP).
- Encourage each head coach to develop a weight training program that will allow the athletes to experience the value of hard work in the weight room.
- Pursue in-service and training programs that will improve the quality of the athletic program at St. Johns Public Schools.
- Responsible for scheduling all athletic contests.
- Arrange transportation for all “away” contests.
- Responsible for the supervision and administration of all “home” contests.
- Responsible for the supervision of “away” varsity football and basketball games or arrange a contact person for the contest for appropriate supervision.

- Contract with officials for “home” contests.
- Evaluate all head coaches and delegate the evaluation of all assistant coaches.
- Responsible for the budget, inventories, and purchases of all athletic equipment.
- Responsible for all student athletic eligibility.
- Assist the Principal and Assistant Principal in designing the High School Student/Parent Handbook and responsible for the High School Activities Handbook.
- Responsible for all investigations of alleged violations of the athletic code by student athletes.
- Responsible for the enforcement of Activities Code of Conduct, including the temporary and/or permanent suspensions of students who have violated policy.
- Serve as a representative at league, regional and state athletic director meetings.
- Responsible for maintaining good public relations with the community and for utilizing fully the community resources to enrich the learning program.
- Works with boosters to facilitate purchases and support for the programs.
- Responsible for all personnel adhering to the rules and regulations established by the Michigan High School Athletic Association.
- Continually appraise and evaluate the athletic program and submit a report annually to the High School Principal.
- Responsible for scheduling and coordinating all non-athletic activities in the high school. Work directly with class advisors and student council.
- Responsible for arranging transportation for non-athletic activities in the high school.
- Responsible for the supervision of non-athletic activities within the building.
- Responsible for supervision of facilities related to non-athletic activities.
- Perform all duties assigned by the Principal or the Superintendent of Schools.
- Responsible for the student-athlete online registration process.
- Responsible for the school district athletic advertising/sponsorship program.
- Responsible for maintaining athletic website and social media accounts.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION:

- A master’s or higher degree in athletic administration, educational leadership or administration from regionally accredited college or university with an approved administrator preparation program *preferred*.
- A bachelor’s or higher degree from a regionally accredited college or university if alternate route to certification is used for certification

CERTIFICATES, LICENSES, REGISTRATIONS:

- Michigan Teaching Certificate - *preferred*
- Michigan School Administrator Certificate
- Willing to obtain Michigan School Administrator Certificate if not currently holding a valid certificate

EXPERIENCE:

- Experience in athletic administration and scheduling - *preferred*
- Five years experience as a coach.
- Experience working with high school age students preferably in a classroom setting.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work effectively with administrators, colleagues, central office and school based staff, students, parents and community.
- Ability to motivate, encourage and work with staff to ensure outstanding performance as well as good morale.
- Demonstrated ability to act effectively under stress.
- Demonstrated problem solving skills.
- Demonstrated organizational skills.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.

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

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 sit and talk or hear. The employee frequently is required to walk, stand, and move quickly. Ability to move around including stooping, bending, standing for extended periods and moving heavy objects. Crisis intervention may require participating in physical restraints. Specific vision abilities required by this job include close vision, color vision, and depth perception. While performing the duties of the job the employee is required to leave the building and work outside.

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 usually varies. Work is performed indoors and outdoors all year round.

If interested in this position, please apply through [Fast Track](#).

A completed online application is required for all applicants.

This position will be posted until January 28, 2022.

It is the policy of St. Johns Public Schools that no person or applicant shall be discriminated against based on any protected class, be excluded from participation in, or be denied the benefits of any program or activity and in employment.