

# Bay City Public Schools

## Position Description

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<b>POSITION:</b>	<b>Athletic Director/Assistant Principal</b>		
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<b>BARGAINING UNIT:</b>	B.C.A.S.A.		
<b>DEPARTMENT:</b>	Building		
<b>REPORTS TO:</b>	Director of Athletics, Facilities and Maintenance		
<b>PREPARED BY:</b>	Patrick Tobin	<b>DATE:</b> October 14, 2022	
<b>APPROVED BY:</b>	Cynthia Marchese	<b>DATE:</b> October 14, 2022	

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**SUMMARY:** Responsible for administering all aspects of the activities and athletic programs. Promotes, organizes, and directs a program of interscholastic and intramural athletics. Position is also responsible for oversight and coordination of student activities.

Assists the principal in planning, directing, and supervising the total program at his/her school and is responsible for the performance of all duties as required in support of district initiatives and the strategic plan. Serves as the administrative head of the school in the absence of the principal.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (Athletic Director/Student Activities Facilitator):**

#### ***Other duties may be assigned.***

- Develops and maintains athletic and activity programs in the high school which promote participation with attention to inclusiveness.
- Recruits, interviews, recommends for hire, assigns, evaluates, provides orientation for all athletic coaches.
- Represents the School District in athletic league and matters of interscholastic athletics with the Michigan High School Athletic Association (MHSAA), MIAAA (Michigan Interscholastic Administrators Association), and any other applicable governing bodies.
- Participates in professional development related to athletics/activities.
- Communicates effectively and works cooperatively with district athletic director, other building level athletic directors, coaches, and staff to develop and maintain a continuous and coordinated athletic program from elementary through high school.
- Responsible for the organization and scheduling of athletic events, including securing/contracting officials.
- Cultivates good school-parent and community relations by maintaining communications relative to the entire athletic/activities programs and serves as liaison between coaches, parents, students, teachers, administration, sponsors, individual groups, and booster clubs/parent volunteers.
- Maintains a relationship with parent groups (i.e. boosters) and meets regularly to ensure compliance with district guidelines, policies and expectations.
- Promotes a culture of diversity for all stakeholders.
- Develops and continues to evaluate/update appropriate rules and regulations governing the conduct of athletic activities.
- Schedules all building facility use equitably in accordance with the policies of the school system concerning athletic seasons, student activities, and priorities of facilities based on the needs of each building.
- Develops and recommend athletic/activities budget and approve all expenditures within that budget.
- Ensures eligibility compliance with district policy and procedures, along with compliance related to any applicable governing bodies.
- Coordinates transportation for student activities and events in cooperation with Board of Education policies.
- Provides District Administration with projected needs in terms of equipment, facilities, and maintenance, including uniform replacement cycles for each sport and a proactive approach to equipment replacement and facility updates.
- Attends home athletic contests and student activities as the game/activities manager or secures game management staff as needed.
- Provides oversight for ancillary services as staff related to athletics such as office professionals, game managers and contracted services (i.e. Athletic Trainers).

- Maintains relevant data to assess the success of programs and participation levels, long with preparing and submitting any applicable reports required.
- Responsible for all aspects of safety related to athletic/activities programs.
- Inspects and submits requests for facility safety and proper appearance.
- Coordinates all student activities including Student Council, dances, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Assistant Principal): *Other duties may be assigned.***

**Instructional Leadership**

- Maintain high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Assist the Principal in leading and implementing instructional programs in coordination with the Office of Teaching, Learning, and Technology.
- Participate as the lead learner in professional development by preparing agendas, actively engaging, facilitating, and reflecting on learning.
- Demonstrate a commitment to closing the opportunity gap.
- Assist the Principal in the oversight of the school, district, and state assessments.
- Evaluate the performance of in-person and virtual teachers with the goal of supporting their ongoing professional growth and development, as assigned by the Principal.
- Support the infusion of educational technology in daily instruction.
- Assist the Principal in ensuring consistency in instruction and practice amongst teachers.
- Assist the Principal in maintaining a positive climate and culture that ensure students and staff feel safe to learn.
- Promote student participation in the county and statewide academic programs.

**Continuous School Improvement / Multi-Tiered Systems of Support**

- Support Multi-Tiered Systems of Support implemented and monitored by a collaborative school-based team.
- Assist the Principal in organizing and analyzing quantitative and qualitative data to drive school-based decisions.
- Collect and provide data on the effectiveness and performance of programs implemented in the school.
- Participate in district-wide activities, professional development, and committees, as appropriate.
- Assist the Principal in coordination with the Office of Teaching, Learning, and Technology on curricular, co-curricular, and extracurricular program development, monitoring, and evaluation.
- Support the school academic program to meet or exceed yearly student outcome goals as defined through the school and district continuous improvement process.

**Communication & Outreach**

- Participate in stakeholder relations program that keeps the community informed and provides them the opportunity to advise the school regarding its programs and operation.
- Collaborate with outside agencies to ensure a reciprocal relationship that meets school and community needs.
- Connect positively, professionally, and constructively with students and families.
- Engage in parent/teacher conferences and family engagement/education opportunities.
- Demonstrate enthusiasm when working with students, staff, parents, and the community.

**Management & Finance**

- Assist Principal and Human Resources in the recruitment, hiring, supervision, and placement of staff.
- Maintain records, processes, and procedures compliant with District and State programs, including reports of pupil attendance and academic progress.
- Assist the Principal with the management of facilities for effective, efficient utilization and maintenance.
- Develop, monitor, and enforce school rules aligned with district safety and security policies and protocols.
- Assist the Principal in the development of school schedules to meet student needs through effective utilization of staff.
- Organize, develop, and propose programs to work toward achieving district goals and objectives.
- Lead policy and procedure changes from the Central Office, the Board, and State and Federal government.

- Assist the Principal in preparation of a zero-based budget for the school, ensuring programs and teachers are resourced appropriately to meet instructional needs.
- Cooperate with the Principal and Office of Finance on the spending of the school budget, budget revisions, procurement of resources, and retention of proper documentation for auditing purposes.
- Coordinate with the Principal and Central Office on processes for the effective functioning of the school.
- Maintain current information on legal/financial developments of educational legislative reforms.
- Support and supervise curricular, co-curricular, and extracurricular activities that take place at the school.
- Assist the Principal in providing for effective supervision, evaluation, training, and accountability of all staff and volunteers.
- Make decisions based on the best interests of students first with the highest level of professional ethics possible.
- Serves as the administrative representative in IEP and 504 meetings, communicates any changes as necessary and ensures all plans and accommodations are followed.

#### **SUPERVISORY RESPONSIBILITIES:**

Supervise feeder schools' middle/elementary athletic director. Manages subordinate head coaches, assistant and JV coaches in the Athletic department. Manages and supervises athletic office professional, facility manager(s), contracted services (i.e. Athletic Trainers), etc.

Manages employees and students in the school. Is responsible for the overall direction, coordination, and evaluation of the school and personnel.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommendations for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

*QUALIFICATION REQUIREMENTS: 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **EDUCATION and/or EXPERIENCE:**

Master's Degree, including training in high school administration, supervision, curriculum, and guidance; minimum of five (5) years of teaching and/or administrative experience of excellent quality in education preferred. Bachelor's Degree in education preferred. Experience as high school athletic director in a MHSAA sanctioned high school preferred.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Master's Degree required. Must meet MDE school administrator credential requirements. Valid Michigan Secondary Teaching Certificate preferred.

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from groups of staff, parents, students, and general public.

#### **MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of geometry. Ability to apply concepts such as fractions percentages, ratios, and proportions to practical situations. Ability to calculate figures and amounts such as discounts, interest, area, circumference, and volume. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract

and concrete variables. .

**OTHER SKILLS AND ABILITIES:**

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, peers, staff, parents and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements, applicable laws, and Board of Education policies. Demonstrated ability to provide educational leadership and leadership in educational planning. Demonstrated ability to function effectively in a management team. Must possess strength in computer technology and computer program use including master scheduling. Knowledge of the growth/maturation patterns of the high school student.

*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, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Some driving is necessary; therefore transportation is required.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

*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 quiet to loud, depending upon the activity in the particular part of the day and location.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) 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.*