



# BIG RAPIDS PUBLIC SCHOOLS

## Posting/ Employment Opportunity

May 9, 2025

### BRPS District Athletic Director

*2025-2026 School Year*

<b>Reports to:</b>	High School Principal and/or Superintendent
<b>Supervises:</b>	Athletic Coaches
<b>Qualifications &amp; Requirements</b>	<ul style="list-style-type: none"><li>• Degree preferred in Sports Administration or Educational Leadership</li><li>• Teaching and/or coaching experience at the secondary level is preferred</li><li>• Excellent organization and communication skills</li></ul>
<b>Essential Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Develops and implements athletic program policies and procedures that promote safety and accountability for all stakeholders in compliance with local and state laws</li><li>• Coordinates and leads the athletic program that is consistent with MHSAA and school policies/guidelines</li><li>• Organizes, directs and promotes an athletic program that is an integral part of the total educational experience</li><li>• Assume responsibility for coordinating the scheduling of all conference and nonconference athletic contests</li><li>• Coordinating bus schedules for athletic trips with the transportation department</li><li>• Develop and maintain a strength and conditioning program for all student-athletes during the day, or before and after school hours, including summer programming</li><li>• Assists the district and building administrator in securing qualified personnel for the athletic staff, that includes coaches and game managers</li><li>• Responsible for evaluating, hiring, and mentoring coaches and ensuring coaches paperwork is completed before they begin their season</li><li>• Use Final Forms to ensure all student-athletes have current physicals and other athletic permission slips or forms on file</li><li>• Oversees the athletic department secretary and works closely with the individual to ensure our department runs efficiently</li><li>• Oversees the athletic trainer and establishes procedures for the supervision and use of the training room</li><li>• Oversees the Athletic Leadership Team to encourage servant leadership and create a positive culture in our programs and school as a whole</li><li>• Coordinates with district and building administration, the repair and maintenance of athletic fields and facilities</li><li>• Supervises:</li></ul>

<b>Essential Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>○ The maintenance of scoreboard and P.A. system</li> <li>○ The securing of police, EMS, team physician, and team transportation</li> <li>○ Workers for all games and events</li> <li>○ Arrangements for visiting teams</li> <li>○ Special ceremonies at appropriate games</li> <li>○ Awards programs and pre-season parent/athlete meetings</li> <li>● Coordinates with league officials to ensure officials are assigned for all athletic contests</li> <li>● Assists in the annual review of the athletic code of conduct and staff handbook, before making it available to student-athletes and parents</li> <li>● Attends and manages athletic events, that may be home or away during the evening and on weekends</li> <li>● In conjunction with the building principal, approves and facilitates athletic promotions and fundraising</li> <li>● Assists in developing effective and appropriate discipline strategies for student-athletes directed at enforcing proper ethics and district standards</li> <li>● Compiles information and statistics for the Title IX report on athletic program support and participation rate, to ensure this and other required reports are made and distributed in a timely manner.</li> <li>● Monitor eligibility requirements per the MHSAA and school and enforce study table requirements</li> <li>● Host MHSAA postseason events and coordinate the running of these events</li> <li>● Attends monthly Sports Booster meetings and High School Athletic Activities</li> <li>● Orders, maintains inventories, cleans and stores all athletic equipment</li> <li>● Maintains &amp; manages a budget for the Athletic Department in accordance with Board policies</li> <li>● Coordinates accounting, banking, tickets, purchase orders, and deposits for athletic events and Pay-to-Participate in accordance with State Auditor requirements</li> <li>● Coordinates athletic awards and develops appropriate award programs for approved sports</li> <li>● Coordinates and supervises the interscholastic program of the middle and high schools</li> <li>● Scheduling facilities for all high school and middle school athletic events</li> <li>● Schedule all games or athletic events and contracts officials</li> <li>● Other duties assigned by the supervisor</li> </ul>
<b>Compensation</b>	The successful candidate will be offered a two (2) year contract, 210 days annually, with regionally competitive compensation package based on qualifications and experience.
<b>Deadline</b>	Friday, May 23, 2025
<b>Method of Application</b>	Persons wishing to apply please submit a letter or interest, resume, transcripts/credentials/certificates, and 3 letters of recommendation to: <p style="text-align: center;"> <b>Deb Tyson, Assistant Superintendent</b>  <b>21034 15 Mile Rd</b>  <b>Big Rapids, MI 49307</b>  <i>or electronically as one PDF document to</i>  <b><u><a href="mailto:dtyson@brps.org">dtyson@brps.org</a></u></b> </p>

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