

**NOTICE OF VACANCY**  
**July 8, 2021**

**MARLETTE COMMUNITY SCHOOLS**  
**6230 EUCLID ST**  
**MARLETTE, MICHIGAN 48453-1399**

**ANNOUNCEMENT OF POSITION VACANCY**

**TITLE OF POSITIONS:** Athletic Director

**GENERAL DESCRIPTION:** The Athletic Director is responsible for the management of the District's entire athletic program including the coaches and their annual evaluations, athletes, athletic events and the athletic budget. Full time position, hours will vary based on daily schedule. Reports to the Superintendent.

**MINIMUM QUALIFICATIONS:** Degree and/or experience in physical education, coaching, teaching, athletics or school administration. Must have excellent organizational and public relations skills. Ability to work independently and be self-motivated, as well as the ability to maintain respect at all times for confidential information.

**FINGERPRINTING:** New employees must have fingerprints on file with the District prior to employment. Employees will be responsible for all fees associated with the fingerprinting.

**STARTING DATE:** As Soon As Possible

**BEGINNING SALARY:** Salary negotiable based on experience

**CLOSING DATE FOR RECEIPT OF OFFICIAL APPLICATION POSTMARKED ON OR BEFORE:**

**Friday, July 16, 2021 by 3:00 p.m.**

**Mail letter of interest and resume to:**  
Superintendent of Schools  
Marlette Community School  
6230 Euclid St  
Marlette, MI 48453

**Or Email to:** [matthew.karaffa@marletteschools.org](mailto:matthew.karaffa@marletteschools.org)

**It is the policy of Marlette Community School District that no person shall be on the basis of sex, race, color, national origin, or handicap excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.**