

# Hemlock Public Schools

200 Wilson Street  
Hemlock, MI 48626

## POSITION OPENING District Athletic Director

### **Required Qualifications:**

- Meet requirements for a background check and fingerprinting.
- Valid Michigan teaching/administrative certificate.\*

### **Job Requirements, Knowledge, and Skills:**

- Committed to life-long learning, personal growth, and professional development.
- Successful experience working with school-age students.
- Excellent verbal and written communication skills.
- Knowledge of athletics and program development.
- Champion for student athletes that is knowledgeable of best practices.
- Experience working as part of a collaborative team.
- Willingness to accept and perform additional administrative responsibilities as assigned.

### **A successful candidate will be able to:**

Manage and supervise varsity head coaches, who oversee assistant and junior varsity coaches in the Athletic Department. Manage athletics for middle and high school sports. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities will include, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and additional responsibilities as assigned based on experience and compensation package.

**Salary:** Administrative non-bargaining unit position, compensation will be negotiated based on educational, athletic, and program development experience along with other duties assigned. Total compensation reviewed/performance incentive options/3<sup>rd</sup> party contracting available. Flexible start date.

Please provide a Letter of Interest, Resume, and References. Credentials must be available upon request (Transcripts and Valid Teacher Certificate).

APPLY TO: Via email to [personnel@hemlockps.com](mailto:personnel@hemlockps.com)

Posted: November 2, 2020  
Deadline: December 4, 2020  
or until filled

*\*Alternative applicable qualifications may be considered*

### **NOTICE OF NONDISCRIMINATION**

The Hemlock Public School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Direct all inquiries related to discrimination to:

Superintendent's Office

200 Wilson St.

Hemlock, MI 48626

(989) 642-5282

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