

Hemlock Public School District

733 N. Hemlock Rd., Suite 100
Hemlock, MI 48626

POSITION OPENING District Athletic Director &*

Required Qualifications:

- Meet requirements for a background check and fingerprinting.
- Proven background and expertise in athletics, coupled with experience working with school-aged children and their families.
- Demonstrate strong communication skills and strategic thinking.
- Excel as an advocate for fostering student athleticism, leadership, and a positive team culture.

Preferred Qualifications:

- Valid Michigan teaching/administrative certificate.
- High school coaching experience.

Job Requirements, Knowledge, and Skills:

- Commitment to life-long learning, personal growth, and professional development.
- 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:

The ideal candidate for this role will provide guidance and leadership to varsity team head coaches, who oversee assistant and junior varsity coaches within the Athletics Department. They will be responsible for managing athletic programs catering to middle and high school students, and will also assess and guide the department's overall performance. Adherence to organizational rules and regulations is essential in overseeing the team. Key responsibilities encompass interviewing and hiring coaches, conducting training, overseeing day-to-day operations, and evaluating performance. Additional duties will be assigned based on the candidate's skills and salary.

A thorough understanding of the MHSAA handbook and rules is imperative. Additionally, collaboration with school leaders is essential to ensure that student-athletes meet and maintain academic standards while participating in sports.

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/3rd party contracting available. Flexible start date.

*We are open to various configurations for this position that include a combination of "other" responsibilities, such as MS/HS Assistant Principal, Hemlock Virtual Principal, Maintenance, or a variety of other options. Applicants are encouraged to outline additional responsibilities they are prepared to undertake.

For full consideration, you must provide your professional resume, coaching resume, coaching philosophy, and professional references. To apply for positions with Hemlock Public School District, please visit the district website www.hemlockps.com, Employment Opportunities, and apply within the desired job posting.

Posted: February 1, 2024
Deadline: March 15, 2024 or until filled

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NOTICE OF NONDISCRIMINATION

The Hemlock Public School District does not discriminate on the basis of race, color, religion, sexual orientation, gender and gender identity, disability, age or national origin in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Superintendent's Office
733 N. Hemlock Rd., Suite 100, PO Box 260
Hemlock, MI 48626
(989) 642-5282