

SOUTH HENRY SCHOOL CORPORATION JOB POSTING

THE SOUTH HENRY FAMILY OF DIFFERENCE MAKERS IS GROWING!

South Henry is a special place to serve! Maybe it's the small-town feel? Maybe it's the people who care so deeply about their school and students? Maybe it's that about 1/3 of our students travel from out of district to attend here? Maybe it's our commitment to excellence in all that we do? Or, maybe it's all of these things and more!

Join the South Henry FAMILY and experience all that South Henry has to offer!

JOB TITLE: ATHLETIC DIRECTOR - 2024-2025 SCHOOL YEAR (PAGE 1/3)

POSTING DATE: 03/26/2024

APPLICATION DEADLINE: 04/19/2024

SUBMISSION: Return application (found at www.shenry.k12.in.us), resume, three (3) letters of recommendation, and any supporting documents to the contact below

CONTACT: Jeremy Duncan . jduncan@shenry.k12.in.us . 118 W. Main St, Lewisville, IN 47352 . (765) 987-7882

Summary of Basic Functions & Responsibilities:

Under the supervision and direction of the Tri Jr. Sr. High School Principal, the Athletic Director provides school and community-wide leadership in helping students achieve the fullest benefits from all athletic and related programs, services, and opportunities of the South Henry School Corporation. The Athletic Director will lead in the planning, development, and implementation of the policies, regulations, guidelines, and procedures pertaining to a school site interscholastic sports program; to serve as a resource to administrators and interscholastic sports personnel concerning sports and recreation activities; and to do other related functions as directed.

Applicants for the Athletic Director position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

Essential Duties & Responsibilities

MANAGEMENT OF ATHLETIC EVENTS

- Scheduling athletic events within district policies, regulations and guidelines
- Supervising athletic events
- Managing balanced, competitive, and complete schedules for each sport
- Obtaining and managing a signed contract for each event
- Canceling and rescheduling events due to weather or other factors
- Managing events: assigning workers, half-time events
- Planning supplemental events such as Senior Nights
- Managing set up and tear down each event
- Creating and managing individual athlete schedules etc.
- Working with Transportation Coordinator to create and manage a transportation schedule
- Managing officials for all home events
- Arranging for appropriate security at events
- Coordinating Awards Programs and Pep Sessions
- Attending major away events including state tournament play and most varsity conference play
- Supervising athletic trainer schedule
- Managing rosters
- Creating event programs
- Creating and maintaining practice schedules
- Insuring compliance with IHSAA rules and regulations

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Essential Duties & Responsibilities (Cont.)

SUPERVISING AND EVALUATING

- Works with building administration in conducting annual reviews, hiring, and creating professional development plans for coaching staff members
- Conducting meetings keeping coaches current of IHSAA regulations
- Managing IHSAA required coach certifications

MAINTAINING BUDGETS

- Purchasing uniforms and keeping a uniform purchase schedule
- Overseeing purchases of equipment and supplies
- Organizing annual fundraisers
- Seeking out corporate sponsorships
- Managing concession stand: inventory, shopping, stocking, and workers
- Submits a year-end financial report on athletic fund to Central office

PUBLIC RELATIONS

- Communicating game, practice schedules with parents and community using Eventlink.
- Maintains a positive relationship with key stakeholders and works to build strong relationships with parents and community partners.
- Creating or maintaining social media relevant to athletics

ATHLETIC ORGANIZATIONS MEMBERSHIP RESPONSIBILITIES

- Attending TEC meetings, IHSAA meetings, and IHSAA tournament meetings, advocating for South Henry student athletes
- Attending IHSAA AD Workshop
- Administering all school district interscholastic policies and procedures as well as the Rules and By-Laws of the Indiana High School Athletic Association.
- Completing required TEC and IHSAA rosters and forms per varsity sport
- Updating IHSAA website information including coach contact
- Managing IHSAA Athletic transfers
- Completing IHSAA Officials survey
- Overseeing completion of IHSAA coach's surveys

STUDENT ATHLETE MANAGEMENT

- Maintains a permanent file of medical examinations, insurance forms, records, parent consent forms, insurance payments, emergency treatment forms, etc., for each participating athlete
- Managing student academic progress for eligibility
- Managing student athletes discipline according to Tri Jr. Sr. High School Athletic Policy
- Coordinating and facilitating student athlete leadership councils and events
- Maintaining athletic handbook
- Managing and assisting with conflict resolution

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Essential Duties & Responsibilities (Cont.)

OTHER ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

- Assists in the reporting, monitoring, and establishing interventions for student attendance.
- Maintains permanent records for each sport, such as wins and losses, outstanding records, letter winners, etc.
- Managing and supervising the maintenance, care and improvements of athletic fields and facilities
- Working with the Corporation Deputy Treasurer and Business Manager to ensure that recommendations, background checks, purchase orders, ECA contracts, and more are processed in a timely manner.
- Assisting with lunch time supervision
- Assisting with minor discipline
- Leading/representing school in absence of other administration
- Other performance responsibilities as assigned

Qualifications

Knowledge and Skills:

- Principles, goals, and objectives of public education, particularly South Henry's vision of helping students find their Path to Purpose.
- Methods, techniques, procedures, and strategies concerning the development and maintenance of an effective interscholastic sports program
- Policies, regulations, and procedures pertaining to interscholastic sports and special project activities
- Sports interest groups and organizations within the local community
- Modern trends pertaining to interscholastic sports processes and activities
- Effective written and oral communication using correct English and grammar skills.
- Knowledge of budgets and budget management.

Education:

- Bachelor's degree required with preference given to the following:
- Prior administrative, teaching, or sports management experience
- Prior athletic administrative experience
- Prior Varsity coaching experience
- Possession of the desire to help people learn and grow

Licenses & Certificates:

- Requires a valid driver's license.
- Requires valid criminal history check and other child safety measures.

Salary & Benefits:

- Commensurate upon experience

WHY TRI?

SMALL SCHOOL...BIG OPPORTUNITIES

K-12 Project Lead the Way STEM
Highly Competitive Athletics
FFA Small Class Sizes Onsite Childcare
6 Academic Super Bowl State Championships
Orton-Gillingham Trained Staff at TES
State Recognized American Sign Language
Onsite CTE, Dual Credit, and AP Offerings
SO...MUCH...MORE!



TITANS