



White Cloud Public Schools

Building a Tradition of Excellence

www.whitecloud.net

NOTICE OF VACANCY

POSITION: ATHLETIC DIRECTOR

LOCATION: White Cloud High School and Junior High School (6-12 Complex)

POSTING DATE: November 19, 2021

DEADLINE: January 3, 2022

DISTRICT DESCRIPTION:

White Cloud Public School is a Class C school located in White Cloud, Michigan which is about 50 miles north of Grand Rapids, nestled in Northern rural Newaygo County. With much of the community alongside the banks of the White River and the Manistee National Forest, White Cloud is home of many rich scenic views and family activities. White Cloud Public Schools allows staff to grow through mentorships, professional development, and extracurricular activities. White Cloud Public Schools continues its commitment to building positive relationships through initiatives such as "Character Counts" and "White Cloud PRIDE".

QUALIFICATIONS:

Required Education/Certification:

- Valid Michigan Administrators, Athletic Administration Certificate, and/or appropriate course requirements for certification to practice as an athletic director.
- 3 years of successful coaching experience.
- Knowledge of coaching, organizing and implementing athletic programs and activities.
- District residency requirement-must live within 20 miles of the White Cloud Public School District.

Preferred Experience:

- Athletic administration experience
- 3 years of successful teaching experience.
- CPR

RESPONSIBILITIES AND DUTIES:

The position's responsibilities are to provide educational leadership and oversee athletic programs within the 6-12 Complex.

- Evaluate performances and effectiveness of teaching and coaching staff, athletic and educational programs.
- Maintain relations and is actively involved with parents, parent groups, school volunteers, and outside agencies.
- Participate and conducts district-wide activities, in-service, and committees, as appropriate.
- Implement District, State, or Federal policies and procedures and communicates it to staff, coaches, students, athletes, parents, spectators, and support groups.
- Demonstrate ability to interpret, understand, communicate and enforce Michigan High School Athletic Association codes and regulations, and other policies and laws which apply to the school district's athletics.
- Able to work with staff, committees, community, etc. to promote site-based and building-based decisions while working collaboratively with the Administrative Team.

555 East Wilcox Avenue P.O. Box 1000 White Cloud, MI 49349

Phone: 231.689.1705 Fax: 231.689.3349

- Conducts periodic inspection of building, athletic facilities, and equipment to ensure its safety and condition are in compliance.
- Coordinate and schedule athletics in grades 6-12 and athletic facility usage.
- Recruit, interview, and recommend staff for hire, retention, or dismissal.
- Demonstrate ability to effectively plan, supervise and coordinate multiple events across multiple locations, inside and outside the school district, with great attention, accuracy and detail.
- Represent the school at Interscholastic Athletic meetings and conferences.
- Develop and administer the athletic budget in cooperation with the superintendent and business office.
- Supervise and direct the coaching staff to ensure the proper handling and accounting of all cash, fundraising and gate receipts.
- Coordinate the ordering and purchasing of equipment and uniforms for the Junior High School and High School teams.
- Supervise athletic events.
- Develop and establish an overall vision for the 6-12 athletic program as it aligns with district strategic plan with participation, safety, training and professional development.
- Performs all duties as assigned by the principal and/or superintendent.

SALARY RANGE:

- Dependent on experience
- \$50,000-\$60,000

INTERESTED CANDIDATES: Please forward via email or mail a letter of interest, resume, certifications, and references to the following address: Ed Canning, Superintendent, White Cloud High School, 555 Wilcox Ave., P.O. Box 1000, White Cloud, MI 49349. canninge@whitecloud.net

Equal Opportunity Employer

NONDISCRIMINATION: In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of White Cloud School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be legally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, White Cloud School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Coordinator (CO). Any questions, suggestions or complaints should be directed to Ed Canning, White Cloud Public Schools, 555 Wilcox Ave., P.O. Box 1000, White Cloud, MI 49349.