

POSITION NOTICE
Director of Athletics & Student Leadership
July 9, 2019

The Yellow Springs School District is accepting applications for the anticipated opening of the following part-time position for the 2019-2020 school year:

Director of Athletics & Student Leadership

Qualifications:

- Bachelor's Degree preferred but not required
- Previous coaching experience required, 3 or more years preferred
- Knowledge of the overall operation of the athletic program
- Pupil Activity Permit; Fundamentals of Coaching; CPR; First Aid, Health & Safety for Coaches; and Sudden Cardiac Arrest certifications required by start of employment
- BCI & FBI background check

Application Requirements:

- A letter of interest
- A complete resume or curriculum vita that includes contact information, desired position, Pupil Activity Permit and required certifications (required by start of employment), relevant work experience, and education.
- Contact information for three references. Reference contacts should include current and former supervisors.
- A scanned signed release [form](#)
- A scanned copy of current transcripts
- A copy of the BCI/FBI background check

Salary Range: Commensurate with experience.

Additional information online at www.ysschools.org

Submit Application by email to: jobs@ysschools.org

Contact number for questions is 937-767-7381.

Application Deadline: July 15, 2019

Employment Begins: August 1, 2019 (negotiate start date)

Contact number for any questions is 937-767-7381.

The Board reserves all legal rights relating to vacancies, including the right to fill by voluntary/involuntary transfer or newly-hired personnel, in accordance with negotiated procedures, and the right not to fill a posted vacancy.

Employment opportunities are offered without regard to age, race, color, religion, ancestry, national origin, citizenship status, gender, handicap, or status as a Vietnam era or special disabled veteran. Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Yellow Springs Board of Education at the above address.

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Yellow Springs Schools Director of Athletics & Student Leadership

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- Previous coaching experience required, 3 or more years preferred
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RESPONSIBLE TO: Principal

DUTIES AND RESPONSIBILITIES:

- Responsible for assessing the school's athletic program.
- Responsible for administering all Ohio High School Athletic Association, school district and building rules and regulations. Frequent meetings may be called to facilitate a smooth operation of these rules and regulations with coaches.
- Work with the principal in making coaching assessments at the school.
- Communicate with the principal in regards to coaching performance.
- Responsible for conducting annual coaching performance assessments.
- Responsible for the scheduling of all athletic contests. These schedules should be cleared through the principal.
- Attend the athletic events of their school whenever possible and will work in conjunction with the site managers and principal to cover all home events.
- Ensure the eligibility of all athletes before practices begin.
- Work with coaches and principal in problems of discipline concerning athletics. Maintain a file of all athletic suspensions and expulsions from teams in order to ensure "due process".
- Meet regularly with other athletic directors in the MBC concerning league business and scheduling.
- Work closely with the principal or his/her designee and coaches to reserve and set up facilities for all activities.
- Work with coaches to ensure parent-athlete orientation meeting at beginning of each season covers key issues up to and including: guidelines and expectations, participation commitment statements, communication protocols, practice schedules, and lettering requirements.
- Responsible for the coordination and planning of athletic budgets. Meet with coaches and insure that all sports have an equal opportunity to present their budgets.
- Work with the head coaches in planning athletic awards programs.
- Responsible for obtaining the advertising, information, printing and selling of programs for varsity contests. May assign a designee to do this.
- Provide athletic insurance and emergency medical forms to all athletes.

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- Review with their coaches the District Athletic Handbook.
- Require all volunteer/regular coaches to follow the District hiring procedures.
- Maintain records and inform their coaching staff of their current certification status.
- Responsible for keeping on file a current physical for each student athlete involved in athletics.
- In conjunction with the coaches will arrange transportation of all athletic teams.
- Will be, in conjunction with the OHSAA & MBC, responsible for contracting all game/event officials for home events.
- Act as a tournament manager for all league and tournament playoff activities that are assigned to Yellow Springs Schools.
- Grow an active program that promotes sportsmanship and welcomes the competing teams and guests.
- Act as a liaison between coaches and athletic boosters.
- Assist with or monitor the monthly calendar of school activities in conjunction with the principal, faculty and student body.
- Supervise on-site activities and perform administrative duties during the months of June and August.
- Other duties as assigned by the principal