

BUCKLEY COMMUNITY SCHOOLS

**BOARD OF EDUCATION
BUCKLEY COMMUNITY SCHOOLS**

JOB DESCRIPTION
Page 1

The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent and each shall contain the following provision:

Job Title: Dean of Students/Athletic Director

Classification: Supervisory
Reports to: Principal and/or Superintendent
Evaluated by: Principal and/or Superintendent

Job Summary: The position of Dean of Students/Athletic Director is for the purpose/s of overall student management and dealing with student attendance and discipline issues, primarily but not limited to the 6–12 grade levels, and to provide general leadership and take responsibility for the development, implementation, operation, and assessment of the programs and personnel involved in the athletic program of Buckley Community Schools. The individual oversees the operation of inter-scholastic athletics as a means of providing all students with the opportunity to participate in extra-curricular athletic activities that will foster physical skills, a sense of worth and competence, an understanding of varying sports, and the principles of fair play. Other administrative needs and processes may also be assigned.

Essential Duties and Responsibilities

1. Manage student supervision issues and enforce school behavioral expectations.
2. Counsel students and parents about school and district policies.
3. Assists staff and parents in developing student behavioral expectations.
4. Assist in the planning, developing and implementing of individual student behavior plans.
5. Serve as a resource to staff in dealing with classroom management issues.
6. Assist in developing programs to promote positive student behavior as well as intervention strategies.
7. Confers appropriate consequences for behavior including detention, in school suspension, and out of school suspension.
8. Assist in monitoring and supervision of school facilities.
9. Provide supervision at extra-curricular and athletic events.
10. Organizes and administers the inter-scholastic athletic programs for the school.
11. Assists in the recruitment, selection, assignment, and evaluation of coaches.
12. Fosters good school-community relations by informing the public of the athletic program and its events.
13. Manages all home athletic events and is responsible for the organization, scheduling, reserving and preparation of facilities, hiring contest officials, arranging for on-site

BUCKLEY COMMUNITY SCHOOLS

BOARD OF EDUCATION BUCKLEY COMMUNITY SCHOOLS

JOB DESCRIPTION
Page 2

- ambulance/doctor, and game administration personnel necessary to proper operation of an athletic event. Shall act as a host for visiting teams, arranging facility use and field assistance as required.
14. Makes arrangements with the Transportation Director for necessary transportation of teams for all away athletic events.
 15. Coordinates all matters concerning student athletic eligibility as required by the Michigan High School Athletic Association (MHSAA). The athletic Director shall notify the Principal when an athlete is not or is no longer eligible.
 16. Shall see that the Athletic Code of Conduct is followed by all athletes.
 17. Informs all participating students and their parents the provisions of the school insurance program.
 18. Administers an athletics awards program in accordance with the MHSAA and Board of Education policy and coordinates other special events such as Parent Night and Senior Night.
 19. Maintains clear lines of communication between Buckley Community Schools, the MHSAA, the athletic conference, and the athletic directors and administrators of member schools of the athletic conference; and assures that Buckley Community School is represented at the appropriate rules meetings for coaches and administrators.
 20. The Athletic Director maintains budget records for the athletic programs with the following items: Develops an annual line budget item budget for the athletic program. Prepares a financial report showing revenues and expenditures to date and expected expenditures for the remainder of the school year. (The two reports described above must be presented to the Superintendent at least two weeks prior to the regularly scheduled May meeting of the Board of Education. Thus allowing adequate preparation for the superintendent to present the reports to the Board of Education.)
 21. Oversees all expenditures to be paid with the athletic program's account through the use of requisitions and purchase orders and presents all bills for payment from the athletic account to the Finance Director.
 22. Coordinates the care, cleaning, and storage of all athletic department supplies and equipment. When necessary, arranges for athletic equipment to be sent out for cleaning and repair.
 23. Maintains an inventory list of all supplies and equipment. This list shall be revised annually. A copy of the inventory shall be included in the budget/financial report given to the Superintendent two weeks prior to the regularly scheduled May meeting of the Board of Education.
 24. Shall evaluate each coach at the end of the sport season in writing in addition to scheduling an annual meeting with all coaches for the purpose of evaluating the athletic program.
 25. Maintains the Official Athletic History for Buckley Community Schools for all sports. This history shall show: Scores of each athletic event. Names of all participants in each game and sport. The name of each athlete and award earned (including scholarships) for each sport.
 26. Any and all additional duties assigned.

Knowledge and skills required:

BUCKLEY COMMUNITY SCHOOLS

BOARD OF EDUCATION BUCKLEY COMMUNITY SCHOOLS

JOB DESCRIPTION
Page 3

1. Minimum of a Bachelors Degree with a Teaching Certificate.
2. Previous coaching experience, prefer varsity or equivalent.
3. An understanding of public education, community expectations, and the ability to relate well to students, parents, staff, etc.
4. Knowledge of correct grammar, punctuation, and spelling and the ability to communicate in writing, via electronic means, on the telephone, and any other way (e.g. Twitter, Facebook, etc.).
5. Interpersonal relations and skills necessary to deal courteously and effectively while exercising tact with diverse groups of people, including the public, staff, students, parents, and vendors.
6. Skills necessary to make frequent public presentations.
7. Ability to make independent decisions and provide direction to others.
8. Ability to maintain confidentiality of matters relating to the job and District.
9. Skills to manage students and programs, communicate effectively, problem solve.
10. Knowledge of discipline procedures, education code, district policies.
11. Dependable and of good moral character.
12. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

Terms of employment:

195 days. Salary and fringe benefits as established by the Board of Education.

The information contained in this job description is for compliance with American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this and additional duties may be assigned.

In signing this job description, you are acknowledging that you have completely read through this document and will comply with the responsibilities and expectations given above for Buckley Community Schools.

Signature of Employee

Date

Printed Name

© NEOLA 2013 and Buckley Community Schools