

Napoleon Community Schools
Athletic Director K-12/Associate Administrator

Requirements:

- Michigan K-12 Administrator Certificate
- Minimum 3 years teaching experience
- Prior administration experience preferred
- Coaching experience required, Head Coaching experience preferred
- Consideration for BA+ with commitment to pursue MI Administration Certification to be completed within 3 Years

Duties:

- Direct and supervise Athletic programs, Athletic staff and assist with Co-curricular events as needed
- NHS Attendance Officer: meets with and counsels students, with staff input when appropriate, K-8 attendance support as needed
- Keep current and enforce the NCS Student Code of Conduct, take lead on HS student discipline and building security procedures, assist with student discipline K-8 as needed.
- Assume role of building Administrator temporarily as part of the Administrator team when needed

Other:

- Night time supervision of athletic events is part of this position
- Preference given to applicants trained in 5D+ evaluation process
- Reports to HS principal
- Additional responsibilities may be assigned by Superintendent to Administrator

Compensation:

- Credentials and experience will be considered in consultation with Superintendent and School Board to determine competitive salary
- Benefits will be consistent with NCS Administrator contract

*Please submit all resumes with a cover letter to
jim.graham@napoleonschools.org no later than May 12, 2019*

or

*Napoleon Community Schools
P.O. Box 308
Napoleon, MI 49261*