



FOREST PARK SCHOOL DISTRICT

Partners in Your Child's Success

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Superintendent:
Becky Waters
Elementary Principal:
Becky Waters
High School Principal:
Lisa Olson
Business Manager:
Kathy Stankewicz

Board of Education

Mr. Jim Nocerini
Mrs. Lisa Bloomburg
Mr. William Leonoff
Mrs. Stacy Gasperich
Mr. William St. John
Dr. Debra Divoky
Mr. Michael Bjork

March 12, 2018

One position available as part time Physical Education Teacher and part time Athletic Director. The Athletic Director job description is attached. Listed below are the qualifications for the PE teacher:

Physical Education Teacher

- 1) Certified and highly qualified to teach K-12 physical education and K-12 health.**
- 2) Must have Michigan certification or ability to obtain.**

Becky Waters,
Superintendent/Elem. Principal



Title: Athletic Director

Reports To: Superintendent, Principal

Employment Status: Part Time Employee

Hours: Flexible

Qualifications:

1. Bachelor's degree in education, sports science or related discipline
2. Coaching experience
3. Computer skills
4. Knowledge of MHSAA legal guidelines and policies
5. Strong organizational skills
6. Excellent public relation skills
7. Supervisory skills

General Responsibilities:

Responsibilities include organizing, planning, scheduling and maintaining sports and recreational activities. Athletic directors also encourage sportsmanship, team effort and improvement in the overall athletic skills of students and individuals.

Essential Skills and responsibilities:

1. Allocate spending on items like team travel, equipment purchases, facility upkeep recommendations making certain all programs stay within a budget allotted for sports.
2. Determine and set games and practice schedules.
3. Work with conferences and leagues on scheduling and other issues.
4. Schedule post season play
5. Allocate and schedule time for the fields, courts and weight room.
6. Provide guidance and evaluate coaches.
7. Coordinate and plan away game trips.
8. File reports on the status of each team to the local newspapers and radio stations.
9. Mediate disputes between athletes, coaches, and parents.
10. Schedule all athletic code violations with parents and administration.
11. Stay on top of the changing rules
12. Communicate with administration
13. Ensure all sports are operating within the state's guidelines for athletic teams.
14. Ensure that the athletes and coaches are displaying sportsmanship and representing their school and community well.

15. Crowd control at games.
16. Procure contracts for referees for all home games.
17. Communicate the needs and expectations of each program to coaches, students, and parents.
18. Facilitate sports booster meetings
19. Post season travel with team and plan all hotels, busses, meals, etc.
20. Set up for all home games for all sports.
21. Plan, organize and order supplies for all award programs.
22. Develop and continually update the sports calendar
23. Coordinate all game workers-ticket takers, referees, line judges, announcers, clock and book workers, etc.
24. Communicate with custodial staff the game schedule and set up.
25. Coordinate with transportation department director the needs for bussing with departure times.
26. Organize the local winter games activities attending all meetings, including fund raisers.
27. Organize the summer recreation community schools program including funding, events and staff.

Other desirable qualities:

1. Maintain a passion for sports and education.
2. Have an understanding of how young athletes should best be developed.
3. Extremely organized.
4. Energetic, driven and capable of overcoming obstacles.
5. Possess strong leadership skills.