

Apple Valley High School Athletic Director
“A Proud Member of the South Suburban Conference”

Effective Date of Employment: on or about August 1, 2016

Deadline for Applications: July 18, 2016
(apply on-line at www.district196.org)

Qualifications: Licensure – MN Secondary School Administrative License required
Minimum five years teaching experience preferred
Minimum three years administrative experience preferred
Minimum three years varsity head coaching experience preferred
Experience in large metro high school preferred

Compensation: salary per contractual agreement
.5 Assistant Administrator/.5 Assistant Principal

Job Description:

District Administrator Responsibilities

1. Attend District Learning Leaders Meetings as scheduled.
2. Attend district sponsored workshops and training sessions as scheduled.
3. Provide leadership and supervision to the District Figure Skating Team.
4. Attend district meetings as requested.
5. Other duties as assigned by district office personnel.

Building Administrator Responsibilities

1. Attend Executive Committee Meetings.
2. Attend Administrative Team Meetings.
3. Attend Faculty Meetings as needed.
4. Administrative contact for the World Language and Physical Education/Health/Wellness and Drivers Training Departments.
5. Plan/lead 9th Grade Assembly and Fall, Homecoming, Winter and Spring Pep Fests.
6. Schedule all Gymnasium and Cafeteria events.
7. Lunch Room Supervision Thursdays and Fridays.
8. Attend quarterly City-School Meetings representing Apple Valley High School (if necessary).
9. Provide Supervision and Evaluation of assigned Probationary Teachers and Non-probationary staff through TDE.
10. Attend Parent Teacher Conferences, Open House and 9th Grade Orientation.
11. Supervision of Prom.
12. Coordinate the annual Veterans Day Assembly
13. Read names at Graduation of students whose last names begin with A-L.
14. Responsible for assigned supervision of Fire, Tornado, and Shelter in Place Drills.
15. Provide training for AVHS of the On-line Transportation Request process.
16. Work in conjunction with the Arts and Activities Administrator regarding shared space, programs, Mock Car Crash and student eligibility.
17. Other duties as assigned by the Principal

Athletic Administrator Responsibilities

1. Responsible for leadership and supervision of all interscholastic and intramural athletic activities at AVHS.
2. Attend monthly South Suburban Conference Athletic Director Meetings.
3. Attend scheduled Region 3AA Athletic Directors Meetings.
4. Attend District 196 Athletic Director Meetings as scheduled.
5. Attend required MSHSL Meetings.
6. Maintain and update AVHS Athletic Registration process.
7. Responsible for certifying MSHSL Eligibility for all AVHS athletes.
8. Responsible for coordinating with building coaches the scheduling of all home and away athletic events.
9. Responsible for securing athletic officials for all home games.
10. Responsible for coordinating with AVHS Custodial and Grounds Staff, safe and game appropriate athletic venues.
11. Responsible for securing qualified workers for all home athletic contests.
12. Serve as building contact for all athletic booster clubs.
13. Responsible for Supervision and Evaluation of all AVHS Head Coaches with secondary supervision and evaluation of all AVHS Assistant Coaches.
14. Responsible for Posting, interviewing and hiring of all Head Coach Positions. Secondary responsibility for all Assistant Coach Positions.
15. Responsible for Supervision and Evaluation of Athletic Department Secretary.
16. Responsible for soliciting and submission of Athletic department Capital Outlay requests.
17. Responsible for establishing and maintaining Athletic Department Budget.
18. Responsible for maintaining the Athletic Department Social Media presence via Twitter, Facebook, the AVHS Athletics Webpage, etc...
19. Responsible for all advertising within athletic venues via School Space Media.
20. Responsible for oversight of the Athletic Trainer and the AVHS Training Room.
21. Responsible for establishing and maintaining the indoor ice schedule for Apple Valley High School, Eastview High School and the District Figure Skating Team at the Apple Valley Sports Arena.
22. Responsible for creating requests for AVHS teams to use city fields and gymnasiums.
23. Responsible for coordinating maintenance requests for district owned athletic facilities used by AVHS athletes.
24. Responsible to approve all transportation requests made by AVHS athletic teams.
25. Responsible for scheduling and maintaining the school's Ford Expedition Type III vehicle.
26. Responsible for selection of school, region and state awards (AAA, ExCEL, etc...)
27. Other duties as assigned by the Principal

Apple Valley High School Athletic Department Profile

Enrollment:	1600 (grades 9-12)
Conference Affiliation:	South Suburban Conference. The 10 team South Suburban Conference is one of Minnesota's premier conferences.
Athletic Facilities:	<p>Apple Valley Stadium. 3,200 seat capacity natural turf field. Home to Eagle Football, Lacrosse and Track and Field.</p> <p>Apple Valley Gymnasium. 2000 seat capacity, maple floor gymnasium. Home to Eagle Volleyball, Basketball, Wrestling, Dance Team, Cheer Team and Adaptive Sports</p> <p>Apple Valley Auxiliary Gymnasium. 150 seat capacity hardwood floor gymnasium.</p> <p>Johnny Cake Ridge Soccer Stadium. 800 seat capacity natural turf field. Home to Eagle Soccer.</p> <p>Apple Valley Sports Arena 1,200 seat capacity on campus arena. Home to Eagle Hockey and Tennis</p> <p>Apple Valley Varsity Baseball and Softball Fields. 200 seat capacity fully enclosed natural grass fields.</p> <p>Apple Valley Community Center Outdoor soccer, baseball and softball fields. Indoor wood and Sport Court basketball and volleyball courts. Home to Eagle Sub Varsity Volleyball, Basketball and Dance Team</p>
Athletic Offerings	30 Varsity and Sub Varsity level interscholastic athletic sports. 3 Adaptive Athletic opportunities, 5 Intramural Sport offerings.
Accomplishments	<p>During Apple Valley's 40 years of participation in Minnesota State High School League Athletics, the Eagles have captured 58 MSHSL State Athletic Championships.</p> <p>In addition, 24 non MSHSL Athletic State Championships in Dance Team, Competition Cheer Team and True Team Track and Field push the State Championship total to 82.</p>
Recognition	AVHS was named "One of Eight Best High School Athletic Programs in the U.S. by Scholastic Coach and Athletic Journal.