

Position: Director of Athletics
Location: District Wide
Salary: \$83,473-\$110,799
Start Date: 2026-2027 Academic Year



Kearsley Community Schools is seeking a highly motivated administrative candidate to serve as the **Director of Athletics**. The position will begin on July 1, 2026.

The Kearsley Board of Education will offer the successful candidate an annual salary range of **\$83,473-\$110,799**, commensurate with their education, skill level, and prior experience. The successful candidate will also receive a complete and competitive fringe benefit package including **MESSA**.

The Community

Located in Genesee Township, in north-central Genesee County, our community offers a blend of suburban and rural living. Residents enjoy:

- Genesee County Parks featuring a large lake, campground, and recreation areas
- The Genesee Valley Trail, a 21-mile hiking and biking path
- A variety of local businesses and industrial centers, including the General Motors International Processing Center

Genesee Township provides an ideal balance of natural beauty, recreation, and economic opportunity - making it an attractive place to live and work.

The District

Kearsley Community Schools serves approximately **2,800 students** across four elementary schools, one middle school, and one high school. Highlights include:

- Award-winning early childhood program at the Pumpkin Patch
- Expanded dual enrollment and cutting-edge classroom technology
- Community Building/Restorative Practices with Ali Hearn
- Nationally recognized Bike Tech® and SME Prime programs at Kearsley High School

The district employs approximately 175 certified educators, most of whom hold advanced degrees.

In 2022, the community approved a \$21,680,000 bond to support new and enhanced learning environments, districtwide improvements, and safety upgrades. Key projects include:

- A new community recreation facility with a 1,500-seat competitive gym, indoor track, and training spaces
- Enhanced STEM and Robotics spaces and flexible classroom designs
- Secure, redesigned entrances for all district buildings
- New infrastructure throughout the district to support well maintained buildings

WHERE PRIDE, TRADITION, AND EXCELLENCE MEET

The Position

The District Athletic Director provides leadership and oversight for the district's athletic and extracurricular programs, grades K–12. The Athletic Director is responsible for developing and maintaining programs that promote student achievement, leadership, sportsmanship, wellness, school pride, and community engagement. The position is responsible for game management at the high school level and will have support for middle school and youth events. The position provides flexible hours due to the nature of athletic practices and games. The position ensures compliance with district policies, conference regulations, and Michigan High School Athletic Association (MHSAA) guidelines while supporting a positive and inclusive educational environment for all student-athletes.

Required Qualifications

- Bachelor's degree in education or related field
- Possess or have the ability to meet State of Michigan administrator certification requirements
- Demonstrated excellence in organizational skills and problem-solving strategies
- Outstanding communication and interpersonal skills with the ability to work effectively with students, staff, families, and community stakeholders

Preferred Qualifications

- Valid Michigan teaching certificate
- Master's Degree in administration, educational leadership, sports management, or related field
- Successful administrative and coaching experience
- Knowledge of MHSAA rules, regulations, and eligibility requirements
- Demonstrated ability to supervise and evaluate coaching staff
- Demonstrates the mental and physical ability and stamina necessary to meet the requirements of the position

Essential Duties and Responsibilities

- Organize, supervise, and administer the district-wide K–12 athletic program
- Provide leadership in developing a positive culture that emphasizes sportsmanship, teamwork, leadership, wellness, and academic success
- Oversee the recruitment, assignment, supervision, and evaluation of athletic coaches and advisors
- Coordinate athletic schedules, contests, transportation, practice times, and facility usage for all district athletic programs
- Ensure compliance with district policies, conference regulations, and MHSAA rules and eligibility requirements
- Develop and maintain athletic code of conduct and procedures related to student participation and safety
- Create comprehensive coaches handbook to ensure clear communication and consistent expectations for all coaches
- Hire officials, event workers, and security personnel as needed and assume responsibility for the supervision of athletic events
- Serve as a district representative at athletic contests, meetings, and community events
- Prepare and administer the athletic department budget and oversee purchasing, inventories,

- fundraising, and financial reporting
- Promote and recognize team and individual athletic accomplishments via the district website and social media accounts
 - Coordinate communication with students, families, staff, booster organizations, and community stakeholders regarding athletic programs and events
 - Support and promote equitable athletic opportunities and student participation across all grade levels
 - Assist in the planning, maintenance, and safe operation of athletic facilities and equipment
 - Work closely with youth sports coordinator to ensure feeder programs are vertically aligned
 - Attend league, conference, and professional meetings as required
 - Perform other related duties as assigned by the Superintendent or designee

This position reports to the *Deputy Superintendent & Middle/High School Principal*

Application Process

Qualified applicants will submit their application through the [Mid-Michigan Area Public Schools Consortium](#) (MMAPS), Job ID 34609. Applications should include a letter of interest/cover letter, resume, transcripts, and three letters of recommendation.

Contact us

HRAdmin@KearsleySchools.org
KearsleySchools.org



Pride ★ Tradition ★ Excellence

The Kearsley Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Kearsley Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Must be posted in 3 places