

Middle School Athletic Director (Rider)

LOCATION: [Stevenson Middle School](#)

REPORTS TO: Building Administrator

COMPENSATION: Rider based on [W-WEA Collective Agreement](#)

POSTING DATES: Internal: August 21, 2026 – August 27, 2026 by 3:00 P.M.
External: August 21, 2026 – Until filled

Wayne-Westland Community Schools is located in the metropolitan Detroit area, between Ann Arbor and Detroit. Our staff provides the very best educational opportunities for approx. 10,000 students from Westland, Wayne, Canton, Livonia, Garden City, Dearborn Heights, Inkster, and Romulus. The Wayne-Westland Community School district is comprised of ten elementary schools (K-5), three middle schools (6-8), and two high schools (9-12). We also have an early childhood center, an ultra-modern facility for career/technical training, an alternative high school, and a thriving online program.

The dynamic environment throughout the school district illustrates that when a school and community work together, extraordinary results occur. Our school district promotes high expectations for success and provides students with a safe, caring and nurturing environment.

***QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Report to the building Principal or designee.
- Provide all sports information to families and students at open house.
- Continuously update daily announcements with practice/game information and results.
- Work with administration to ensure families and students are informed of cancelled practices, games, events in a timely manner.
- Responsible for reserving and scheduling needed areas and maintenance of athletic facilities and equipment with the appropriate departments, staff and vendors.
- Provide a custodian set up/clean up schedule to maintain the sports facilities before and after events.
- Responsible for ordering and inventory of all uniforms, equipment and supplies for all sports. Responsible for the inventory of all uniforms at the conclusion of each sport/season.
- Responsible for the safe storage of athletic equipment and supplies.
- Responsible for ordering and organizing athletic medical supplies for practices and games.
- Responsible for the home team management of athletic contests including the procurement and proper payment of officials and cadres in accordance with district policies and procedures.
- Document payroll through Arbiter for referees.
- Distribute and collect cadre worksheets for employed cadre at each event.
- Ensures student/athlete team rosters are accurate, updated and accessible to building

administration throughout each sport season and throughout the year.

- Attend all home athletic events.
- Complete all injury reports for all athletes injured during athletic events/practices.
- Assist coaches in arranging and coordinating athletic awards and banquets.
- Choose Athlete(s) of the Year award recipients and prepare a speech to deliver at the year end award ceremony.
- Conduct a pre-season expectation meeting with all coaches before the Fall, winter, and Spring seasons.
- Responsible for updating, maintaining, printing, and distribution of the athletic handbooks.
- Responsible for scheduling and rescheduling of athletic contests/events and practice times.
- Collaborate with the other middle school athletic directors to align schedules as needed.
- Schedule/Reschedule/cancel all athletic transportation as needed.
- Set up score board and all other equipment/amenities required for the sporting event.
- Schedule and supervise the school facility for all athletic tournaments and invitationals.
- Understand and follow all of the rules and eligibility requirements established by the Michigan High School Athletic Association, Inc. (MHSAA) and the Wayne-Westland Community School District.
- Review needed records to determine the eligibility of individual student athletes.
- Assist in the hiring and in servicing of coaches.
- Complete the District Rider Monitoring document for your home building including: conducting pre-season meetings with coaches to review coaching expectations, rider description, hours, practices, and games required, review MHSAA guidelines as they apply to the MS level, as needed, collect team rosters after try-outs, collect practice and game schedules with times and locations, reserve the locations for practices and games in School Dude (the facility request portal), attend initial meeting with student athletes and coaches to review expectations for student athletic sportsmanship/academic expectations both in school and at home/away events during the designated season, ensure student contracts are distributed by coaches, signed by students and parents, and returned to you before the first game, complete random drop ins to ensure practices are happening as noted on the coaching schedule, have a post-season meeting with the coach to provide feedback and to approve the payment of the roster with the principal.
- This position does not allow for coaching a sport during the school year.
- Follow all guidelines and procedures established by the district with respect to the athletic program in the event the athletic program is sponsored all or in part with an activities fee; and/or should the athletes be required to purchase medical insurance.
- Maintain all student physical examination forms and the Athletic Responsibility Acknowledgment forms.
- Maintain permanent records of athletic teams: win-loss records, conference standings, championships, etc.
- Responsible for publicizing all of the school's athletic contests/events/tournaments/play offs, etc. both in and out of the district.
- Arranges and organizes the taking of fall, winter, and spring team photos with coaches.
- Middle School sports are fluid and may change based on student interest, number of students interested in a sport, and new sport opportunities that may arise. All duties of the athletic director will apply to these new sports as well as current sports offered.
- The athletic director will also decide, with administration, if a sport will be cancelled due to limited student interest.
- All changes or cancellations of athletic events/games must be pre-approved by the Assistant Superintendent of Administrative Services unless notice is provided by the district Superintendent that ALL activities are cancelled due to inclement weather or similar circumstances.
- Attend Middle School and/or league athletic meetings as required.
- Provide supervision for all athletic events at the "home" building, including students, parents/crowds, coaches and athletes. Address all discipline concerns. Consult with administration by phone, if needed, for discipline concerns.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- S/he shall understand and follow all of the rules and eligibility requirements established by the Michigan High School Athletic Association, Inc. (MHSAA) and the Wayne-Westland Community School District.
- A positive role model and motivator
- Exhibits qualities of leadership and organizational ability

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be eligible to work in the United States
- Must have the ability to effectively communicate and work with students, staff, parents, and community
- General knowledge of first aid procedures
- Possess a current/valid CPR certificate
- Possess a Concussion In Sports certificate

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to move about the track/field/gymnasium. The employee will be required to frequently use hands and body to demonstrate proper techniques required for the sport. Employee will constantly work in outdoor weather conditions. The employee will frequently communicate with students, staff, and parents and must be able to exchange accurate information in these situations. Employee must fulfill all requirements of the pre-employment process.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with students, staff and occasionally with the public. This employee is directly responsible for the safety and well-being of students.

TERMS AND CONDITIONS OF EMPLOYMENT:

The amount of the contract is based on the W-WEA collective bargaining agreement. Weekly hours worked may include planning meetings and/or practice, travel, events and/or games, and student study table. There is no expectation for average weekly hours to exceed 29 hours; therefore, the position is ineligible for benefits.

EVALUATION:

Job performance is evaluated in accordance with district guidelines.

APPLICATION PROCEDURE:

Apply on line at <https://www.wwcsd.net/> or come to the Human Resources Department to access the online application system.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.