ROMULUS COMMUNITY SCHOOLS
TOMORROW STARTS TODAY

JOB TITLE: District Athletic Director

REPORTS TO: Executive Director of Administration / Human Resources

LOCATION: Romulus High School

START DATE: Immediate

SALARY: $80,000 - $100,000

CONTRACT PERIOD: 2026-2027 School Year

STATUS: Unaffiliated

QUALIFICATIONS:

- Must possess a Bachelor's Degree from an accredited educational institution.
- Master's Degree from an accredited educational institution ***preferred***.
- Valid Michigan Permanent, Continuing, Provisional, or Professional Teaching Certificate ***preferred.***
- Valid administrative certification or enroll in a certification program within six (6) months and obtain certification within three (3) years ***preferred.***
- Five (5) years of high school coaching experience ***preferred.***
- Secondary teaching experience ***preferred***.
- Working knowledge of the Michigan High School Athletic Association (MHSAA) rules and regulations required.
- Proven ability to work effectively with students, staff, administration, parents, booster clubs, organizations, and the community in general ***preferred.***

RESPONSIBILITIES:

- Responsible for developing and implementing a short- and long-term vision for the Romulus athletic program.
- Coordinates and supports the athletic program development at Romulus High School and Romulus Middle School.
- Develops athletic policies with input from principal, other administrators, and coaches.
- Provides athletic assistance and guidance on interpretation of Board policy and the Michigan High School Athletic Association (MHSAA) rules.
- Oversees the evaluation and selection of athletic equipment and maintains inventory.
- Recommend(s) coaching assignments to the principal.
- Formally evaluate all head coaches annually.
- Monitors the District athletic program for compliance with gender equity.
- Serves as the District liaison, when designated, for athletics to the Michigan Department of Education, the MHSAA, and the Michigan Interscholastic Athletic Administrators Association (MIAAA).
- Responds to inquiries or concerns in a timely manner.
- Attends all local, district, regional, state, and national meetings that are necessary to the functioning of the athletic program.
- Assists coaches in keeping abreast of current practices, programs, legal issues, and care and prevention of athletic injuries.
- Coordinates the establishment of admission prices for all athletic events.
- Prepares and submits required reports and maintains appropriate records.
- Organize and administer the interscholastic athletic calendar and schedule appropriate school facilities for all

athletic events.
- Attend home and some away athletic contests.
- Attend league meetings and away league athletic contests as required by league rules.
- Monitor security at all home athletic contests.
- Scheduling workers for events
- Coordinate, monitor, and enforce all academic and athletic eligibility requirements and rules established by the Board of Education and the MHSAA.
- Assist the administration and coaches in enforcing the Student Code of Conduct and all rules relative to the athletes.
- Arrange school district approved transportation as necessary for all athletic contests.
- Prepare, monitor, and assist with the athletic department budget as necessary.
- Possess strong computer skills and working knowledge of scheduling programs (such as Arbiter or Schedule Star, MHSAA update website, etc.)
- Oversee the development of the Romulus youth (elementary) athletic programs.
- Responsible for building and field permits.
- Maintain and submit all coaches' contracts to payroll.
- Perform other duties as assigned by the School Principal and/or the Superintendent (or her/his designee).

This posting should not be construed to imply that these requirements are the exclusive standards of the position or that this is the exclusive list of job functions or expectations associated with this position. The requirements listed above are representative of the knowledge, skill and/or ability required for this position.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

- The employee must occasionally lift and move up to 25 pounds in supplies which requires bending, stooping, and lifting.
- The employee must be able to use a variety of instructional materials in the classroom.
- The employee must use hands and arms to manipulate objects.
- The employee must use keyboards, tools, and other controls.
- The employee must sit and stand for long periods of time.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to move about the assigned location unaided during the day.

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 required to interact with students, staff, parents / guardians and occasionally with the public.
- At times, the employee may be directly responsible for the safety and well-being of students.

EVALUATION:

Job performance is evaluated in accordance with district guidelines.

TERMS OF EMPLOYMENT:

Full time employment: The amount of contract, length of the workday and the number of workdays currently is determined by the Superintendent and/or his/her designee.

APPLICATION PROCEDURES:

Internal: Please send a letter of interest to the Director of Human Resources Kevin D. Brock kdbrock@romulusk12.org

External: Apply online at www.resa.net/services/humanresources/

ROMULUS COMMUNITY SCHOOOLS NON-DISCRIMINATION STATEMENT

No person applying for employment at Romulus Community Schools shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

We are an equal opportunity employer.