



CASSOPOLIS PUBLIC SCHOOLS

**Cassopolis Public Schools
Administration Office**

725 Center Street
Cassopolis, MI 49031
Phone: 269-445-0500
Fax: 269-445-0505
www.cassopolis.k12.mi.us

Superintendent

Dr. Angela Piazza
269-445-0503

Sam Adams Elementary School

114 S. Depot Street
Cassopolis, MI 49031
Phone: 269-445-0517
Fax: 269-445-0521

Principal

DeeAnn Melville-Voss
Phone: 269-445-0515

Assistant Principal

Debora Stermer
Phone: 269-445-0530

Ross Beatty Jr./Sr. High School

22721 Diamond Cove Street
Cassopolis, MI 49031
Phone: 269-228-5833
Fax: 269-445-3112

Principal

David VanLue
Phone: 269-445-0506

Dean of Students/Athletic Director

Matthew Brawley
Phone: 269-445-0543

Adult/Alternative Education

725 Center Street
Cassopolis, MI 49031
Phone: 269-445-0536
Fax: 269-445-2100

Director

Jeff Wernette

Special Education Director

Sara Park
Phone: 269-445-0503
Fax: 269-445-0505

June 12, 2018

POSITION OPENING

Position: Teacher/Athletic Director

Reports to: Assistant Principal, Principal and Superintendent

General Responsibilities: This position requires teaching responsibilities for one part of the school day, and that of an Athletic Director for the other portion of the day. Teacher responsibilities include providing students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth to enable students to develop competencies and skills to function successfully in society.

Athletic Director responsibilities include the coordination and management of the athletic-related functions for the school, including planning, organizing, and managing the employees and coaches within the Athletics Department.

Responsibilities:

- Develop and implement specific athletic programs; direct and coordinate a full range of athletic department services and programs. Ensure compliance with regulations and appropriate correspondence.
- Provide athlete and coach orientation, conditioning, and athletics training programs.
- Supervise utilization of the athletic facilities; coordinate athletic uses of training and weight room facilities; recommend and review policies for student use of facilities at the school; review and recommend changes, repairs and improvement of athletic equipment and facilities.
- Arrange for athletic events (game management).
- Oversee the production of the athletic handbook, bulletins, and other publications.

Salary: To be determined

Application procedure: Apply in writing to Dr. Angela Piazza, Superintendent,
Cassopolis Public Schools, 725 Center St., Cassopolis, MI 49031
Or email to smartynowicz@cassopolis.org

(Posted 6/12/18, Until Filled)

It is the policy of Cassopolis Public Schools that no person shall on the basis of race, color, religion, national origin, or ancestry, age, sex or disability be excluded from participating in employment or any of its programs or activities.

All students will demonstrate the academic, technological and cultural competencies necessary to compete in a global society

Teacher/Athletic Director
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- Coordinate master athletic calendars.
- Assist in the design and development of the athletic department website. Maintain website and review data entered by coaching staff to ensure current and accurate information is posted.
- Assist in the printing of transcripts for all student athletes as necessary; review transcripts for credits and registration; track required paperwork for students transferring — tracers, transcripts, etc.
- Prepare eligibility report. Monitor eligibility between the Assistant Principal, athletes, and coaches for all athletic programs. Review necessary eligibility forms. Assist the coaches and athletes with regards to compliance of codes regarding roster, eligibility, pictures, etc.
- Attend all athletic home events/competitions and act as the game administrator or be responsible for delegating a game administrator.
- Develop and implement lesson plans for the curriculum program assigned.
- Present subject matter following the guidelines outlined by the state and district.
- Plans and uses appropriate instructional strategies, activities, materials, and equipment that reflect differentiation and accommodations based on the individual needs of the students assigned.

Qualifications:

1. Must have a valid teaching certificate, a bachelors or master's degree in physical education, education administration, or sports management.