



Vacancy Notice: Athletic Director

Western Wayne School Corporation Superintendent, Mr. Andy Stover, has announced a vacancy for the position of Athletic Director. This is a full time position for the 2023-2024 school year.

Required Qualifications:

- Analytical - Exhibits high-order critical thinking skills.
- Problem Solving – Identifies and resolves problems in a timely manner; Uses reason even when dealing with emotional topics.
- Technical Skills – Strives to continuously build knowledge and skills. Has the ability to promote student achievements and games through social media and digital platforms.
- Team Work – Recognizes accomplishments of other team members.
- Customer Service – Exemplifies the district brand for exceptional service delivery. Respond promptly to customer needs. Remains calm under pressure while exhibiting a sense of urgency to resolve issues. Solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Oral Communication – Demonstrates exceptional communication skills.
- Written Communication – Demonstrates strong skills; writes clearly and informatively.
- Diversity – Shows respect and sensitivity for cultural differences; conveys an interest in other backgrounds and perspectives.
- Ethics – Treats all people with respect. Exemplifies organizational values.
- Change Management – Communicates changes effectively; Prepares and supports those affected by change.
- Delegation – Delegates work assignments; Sets expectations and monitors delegated activities.
- Leadership – Inspires and motivates others to perform well; Inspires respect and trust.
- Organizational Support – Follows policies and procedures.
- Adaptability – Adapts to changes in the work environment.

- Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; self-motivated.
- Planning/Organizing – Prioritizes and plans work activities.
- Professionalism – Approaches others in a tactful manner; appearance represents professional standards. Adept in emotional intelligence competencies, able to quickly

determine how to approach various situations with diverse individuals.

- Quality – Demonstrates accuracy, thoroughness and pride in work products.
- Managing People – Takes responsibility for subordinates' activities; Makes self available to staff.
- Business Acumen – Understands business implications of decisions.
- Cost Consciousness – Works within approved budget; Develops and implements cost saving measures.
- Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time.
- Strategic Thinking – Understands organization's strengths and weaknesses.
- Adaptability – Able to deal with frequent change, delays, or unexpected events.
- Innovation – Displays original thinking and creativity.
- Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment.
- Safety and Security – Observes safety and security procedures.

Preferred (but not required) Qualifications:

- Bachelor's Degree. Major in Sports Management, Education, or related field (preferred).
- Five years related experience and/or training.

Job Duties:

- Ensures that all participating student athletes meet the district's academic eligibility and behavioral requirements.
- Observes all Title IX requirements to ensure equity between male and female programs.
- Remains up to date and compliant with all IHSAA and federal mandates and requirements.
- Develops and implements plans to increase athletic participation.
- Develops and implements fundraising plans for athletic programs and oversees individual team fundraising efforts.
- Works with the building principal, and the Human Resources Department in selecting staff for the Athletic Department to fill vacancies as they occur.
- Supervises and evaluates all coaches at the high school level and ensures that all coaches are up to date on mandated training.
- Works with coaches to ensure that field maximum number of teams (freshman, junior varsity, varsity).
- Schedules all high school athletic contests and maintains the proper records.
- Ensures officials are scheduled and properly paid for all athletics contests.
- Arrange transportation for all away high school contests.
- Supervises high school athletic contests and tournaments and acts as the host to officials and visiting schools.
- Oversees the facilitation of athletic contest, employees, and volunteers who work the athletic contest.

- Provides a detailed operating budget. See that each sport works within the framework of the budget. Handle all deposits of funds, order and maintain concessions supplies and coordinate sales staff.
- Supervises the purchasing, selection, and maintenance of all athletic equipment.
- Maintains a current inventory of all athletic equipment and ensures that equipment meets safety requirements.
- Attends league, conference, and district meetings.
- Develops relationships with surrounding feeder schools and raises awareness of high school athletics program at the younger grade levels.
- Provides leadership for and serves as liaison to booster clubs and parent organizations.
- Promotes athletics events internally at the high school, and externally throughout the community.
- Ensures that the school athletics website is properly maintained with up to date information.
- Gives proper recognition to high performing student athletes and teams. Plans and supervise award banquets and/or presentation of awards with clear criteria.
- Maintain an accurate database of team and coach rosters.
- Provides administrative and supervisory aid to the building principal as directed.
- Submits reports to district administration as requested.
- Conducts post-season coach evaluations
- Other duties as assigned

Salary: \$62,000 / 220 Day Contract

Application Process:

- Send an email to Mrs. Renee Lakes, LMHS principal, rlakes@wwayne.k12.in.us and to Mrs. Robin Hokey, HR Director, rhokey@wwayne.k12.in.us to express interest in this position.
- Applications can be submitted at <https://wwayne.k12.in.us/> select staff/employment, Appli-track online applications.

Timeline:

- Vacancy posted on Monday, February 6, 2023
- Vacancy notice emailed to all teachers in the Western Wayne Schools on February 6, 2023.