

HOOSAC VALLEY REGIONAL SCHOOL DISTRICT
191 CHURCH STREET
CHESHIRE, MA 01225

POSTING

May 28, 2020

HOOSAC VALLEY REGIONAL SCHOOL DISTRICT

ATHLETIC DIRECTOR

PART-TIME - \$10,000 STIPEND

The Hoosac athletic director's main objectives are to manage and oversee the district's athletic program, and function as a liaison to both the Berkshire County Athletic Directors Association and the MIAA. Major roles include the seasonal and daily scheduling and staffing of events, coordinating transportation, and acting as a mediator in student, parent, and coaching concerns. The Athletic Director is the link between the athletic department and the community at large, and is directly responsible for the management of 22 athletic teams and 2 cooperative teams, including 52 head and assistant coaches both paid and volunteer.

- Attends monthly county AD meetings and acts as a voting member of the county athletics board.
- Member of two MIAA committees with bi-monthly meetings: Football Committee and Tournament Management Committee
- Attends scheduling meetings for Western MA football tournament, Sundays October-November
- Prepares a master sports calendar that includes league and independent games for 24 sports
- Ensure district adherence to all MIAA and policies, administrative rules, procedures, and codes relating to and participation in athletics, including academic eligibility, school transfers, and chemical health\
- Organize and present pre-season presentation for all parents, student athletes, and coaches
- Order letters, chevrons, and pins for distribution at season-end banquets
- Attend season-end banquets when requested
- Coordinate gym, building and athletic field use with the main office, including youth soccer, basketball, and baseball teams
- Work directly with Dufour bus company and coaching staff to schedule all athletic departure times and provide bus supervision
- Work with an assignor for each sport to hire CORI checked officials for all home games
- Schedule workers for athletic contests including: ticket sales, gate managers, crowd control, chain crews, announcers, clock operators, scorekeepers, line judges, etc. and
- Submit athletic expense fiscal sheets for payment of officials and other workers to district office.
- Evaluate all coaches on a seasonal basis.
- Interview and make recommendations for new staff
- Manage issues, and concerns that may arise between coaches, players, and parents throughout the season.
- Work with the nurse to collect, file, and notify athletes and coaches regarding student eligibility as it pertains to the MIAA physical requirements
- Identify student leaders and enroll them in leadership programs, such as the Berkshire Leadership Summit, MIAA Student Leadership Program, etc.
- Maintain accurate rosters MIAA website
- Submit team scores and penalties to MIAA
- Site director for home football, girls and boys basketball, lacrosse and all tournament play
- Reconcile and deposit ticket money
- Tweet live updates on games and student achievements.

Apply To:

Colleen Byrd, Principal
125 Savoy Road
Cheshire, MA 01225

Deadline: Until Filled

It is the policy of the Hoosac Valley Regional School District that all programs, activities, courses of study, and employment opportunities are offered without regard to race, color, sex, religion, national origin, sexual orientation, gender identity, or disability.