



Buckley Community Schools

EVERY student is our FIRST priority

Buckley Community Schools JOB POSTING Athletic Director

July 20, 2021

Buckley Community Schools is accepting applications for the following position:

1. Type of work — Athletic Director
2. Location of work — Buckley Community Schools
3. Starting date — 2021 – 2022 School Year
4. Rate of pay — \$17,500
5. Hours to be worked — Scheduling all sporting events for Buckley Schools and attending or assigning a game manager for all home sporting events
6. Classification — Athletic Director
7. Minimum requirements — Athletic Director responsibilities include but are not limited to:
 - Athletic scheduling and calendar
 - Hiring of officials
 - Supervision of all home events
 - Work with Transportation Director for athletic bussing
 - Maintain athletic budget
 - Approve purchase of athletic supplies
 - Game records and attendance
 - Prepare bank deposits
 - Insures receipt and expense records are suitable for audits
 - Athletic and Facility Plans
 - Game programs
 - Ticket sales
 - Coaching selection, orientation and evaluation
 - Arrange for preparation and maintenance of athletic fields
 - Work with Athletic Boosters
8. Ending date for applications — Applications will be accepted until August 15, 2021 or until the position is filled.

Please send letter of application and resumé to: jharrand@buckleyschools.com

Mrs. Jessica Harrand, Superintendent
Buckley Community Schools
305 S. First St.
Buckley, Michigan 49620