



# Hillsdale Academy

VIRTUS ET SAPIENTIA

HILLSDALE COLLEGE

## Hillsdale Academy Athletic Director

### Overview

Hillsdale Academy, in Hillsdale, MI, is searching for a full-time Athletic Director to begin in the 2022-2023 school year. Hillsdale Academy is a private, classical Christian K-12 school located on the campus of Hillsdale College. Hillsdale Academy is a mature and vibrant school with a strong student, faculty, and staff culture. As part of Hillsdale College's commitment to American classical K-12 education, Hillsdale Academy serves as an exemplar and resource for classical schools nationwide. The Athletic Director is a key part of the leadership team with primary responsibilities in oversight of the athletic program, student activities, assist with general school operations, and other duties assigned by the Headmaster. Salary will be competitive and based on level of education and experience. Hillsdale College is able to offer employees an attractive benefits package as well as a robust intellectual community and unique opportunities for professional development. More information about the school may be found at [academy.hillsdale.edu](http://academy.hillsdale.edu). Interested candidates should send a cover letter and resume as soon as possible to Mike Roberts at [mroberts@hillsdale.edu](mailto:mroberts@hillsdale.edu).

### Qualities and Characteristics

- A person of excellent moral character
- A love of learning and an ongoing personal pursuit of knowledge
- Pleasant, engaging, personable, and empathetic as he or she interacts with parents, community members, teachers, students, coaches, and other schools
- Extremely well-organized and takes responsibility for assigned duties, carrying out his or her duties with humility and flexibility
- Exemplifies good sportsmanship

### Knowledge and Skills

- Bachelor's degree with special consideration for a Master's degree or higher; preferably some teaching/coaching/school administration experience
- Understanding of the mission of Hillsdale College and its philosophy, as well as educational practices and philosophies of the K-12 Initiative
- Understanding of the classical liberal arts, its roots in the Western tradition, and its historical presence in American education prior to the 20th century
- Self-starter who possesses excellent organizational skills
- Successful coaching experience
- Ability to coach coaches to greater degrees of effectiveness in athletics
- Ability to lead and encourage student-athletes
- Ability to communicate effectively in both oral and written forms
- Ability to keep calm and remain personable under pressure
- Ability to maintain strict confidentiality



# Hillsdale Academy

VIRTUS ET SAPIENTIA

HILLSDALE COLLEGE

## **Primary Duties and Responsibilities**

Oversee all aspects of the Hillsdale Academy athletic program, including but not limited to:

- Instill athletic program mission and expectations (culture) into athletes, coaches, and families
- Schedule school activities, including athletic contests and practices, the arts, and special events
- Hire, supervise, and evaluate coaching staff
- Prepare and manage the athletic budget
- Equipment purchasing, inventory, and maintenance
- Coordinate pre-season parent meetings and post-season awards programs
- Serve as the contest manager for home athletic events and attend away MHSAA post-season contests
- Recruit, organize, and host all contest workers and officials
- Coordinate with the booster club with the concessions stand and other events
- Coordinate and/or communicate youth athletic program opportunities to students and families
- Effectively communicate and coordinate with other athletic directors
- Represent Hillsdale Academy at SCAA, ISL, MIAAA, and MHSAA meetings and functions
- MHSAA and Conference rules and regulations compliance
- Maintain athletic history and records
- Monitor student-athlete academic performance and meet with students as needed
- Assist with general school operations
- Summer: end of year reports, prepare for new school year, schedule summer athletic activities, attend summer conferences, and be available to current and prospective Academy families
- Potential teaching of one class per day
- Supervise students at off-campus and after-school events as needed
- Other duties assigned by Headmaster

## **Code of Commitment**

Be a good representative of Hillsdale College to promote the liberal arts, the College's original Articles of Association and operating principles stated in the Staff Code of Commitment. The Mission Statement should be considered in all aspects of the position. The teaching of Christian faith shall remain a conspicuous aim of the College.