



Columbia School District

11775 Hewitt Rd., Brooklyn, MI 49230

517.592.6641 myeagles.org

October 2025

Athletic Director/Dean of Students

Full-Time, Dual Role

Start Date: Immediate or as soon as possible

Job Summary:

The Athletic Director / Dean of Discipline is a dual-role leadership position responsible for overseeing all aspects of the junior and senior high school athletic programs while concurrently managing student behavior, fostering a positive school climate, and enforcing disciplinary policies. This individual plays a crucial role in fostering student growth, promoting sportsmanship, and supporting academic success in a safe, structured environment.

Athletic Director Responsibilities:

Program Leadership & Management:

- Develop, implement, and evaluate a comprehensive athletic program aligned with the school's mission and educational goals.
- Oversee scheduling of practices, games, and events for all athletic teams (junior and senior high).
- Manage the athletic department budget, including purchasing, inventory, and financial oversight of all athletic accounts.
- Coordinate transportation for athletic events.
- Ensure proper maintenance and security of all athletic facilities, fields, and equipment.

Personnel Management:

- Recruit, interview, recommend for hire, supervise, and evaluate all athletic coaches (varsity, junior varsity, and middle school).
- Provide ongoing professional development and support for coaching staff.

Compliance & Eligibility:

- Ensure all athletic programs and participants adhere to school board policies, district guidelines, and the rules and regulations of the Michigan High School Athletic Association (MHSAA) or relevant athletic conferences/associations.
- Monitor and verify student-athlete academic eligibility in collaboration with counselors and teaching staff.

Student-Athlete Development:

- Promote sportsmanship, ethical conduct, leadership, teamwork, and healthy competition among student-athletes.
- Emphasize the importance of academics, character development, and athletic achievement.

Community & Public Relations:

- Foster positive relationships with parents, Booster Clubs, local media, and the broader community regarding athletic programs.
- Organize and attend athletic awards ceremonies, parent meetings, and other athletic events.

Fundraising:

- Coordinate and oversee athletic fundraising activities in conjunction with Booster Clubs and school administration.

Knowledge, Skills, & Abilities:

- Thorough knowledge of athletic administration best practices, MHSAA regulations, and school athletic policies.
- Strong understanding of adolescent development, positive behavior interventions, and restorative practices.
- Excellent interpersonal, communication (oral and written), and conflict resolution skills.
- Ability to build rapport with students, parents, staff, and community members from diverse backgrounds.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities effectively.
- Proficiency in budget management and data analysis.
- Ability to remain calm and decisive under pressure.
- Commitment to fostering a positive school culture focused on respect, responsibility, and student well-being.
- Proficiency in relevant technology and software for scheduling, communication, and record-keeping.

Dean of Students Responsibilities:**Student Behavior Management:**

- Enforce school rules, policies, and procedures consistently and fairly, as outlined in the student handbook.
- Administer appropriate disciplinary actions (e.g., detentions, in-school suspensions, out-of-school suspensions) in accordance with district policy and due process.
- Maintain accurate and confidential student disciplinary records.



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School Climate & Culture:

- Collaborate with administration, counselors, and staff to develop and implement proactive strategies that foster a positive, safe, and respectful school climate.
- Lead initiatives such as Positive Behavioral Interventions and Supports (PBIS) or restorative justice practices.
- Address student conflicts and bullying effectively through mediation and appropriate means.

Communication:

- Communicate clearly and respectfully with students, parents, and staff regarding behavioral expectations, incidents, and disciplinary outcomes.

Qualifications:

- Bachelor's degree in Education or a related field.
- Valid State of Michigan teaching certification preferred.
- Knowledge of MHSAA rules and regulations.
- Background Check: Successful completion of all required background checks.

Working Conditions:

- Primarily a school-based environment with occasional outdoor activities.
- Requires attendance at various athletic events (evenings and weekends).
- May involve standing for extended periods, walking, and occasional lifting of athletic equipment.
- A demanding and dynamic environment that requires flexibility and adaptability.
- Requires working directly with students, sometimes in challenging behavioral situations.

This job description provides a general overview of the responsibilities and qualifications for this unique dual role. It is subject to change based on the district's needs.

Compensation & Benefits:

- Competitive salary based on experience and qualifications.
- Health Insurance & Retirement Benefits.

How to Apply:

Please send a letter of interest, resume, proof of certification, and three letters of reference to Monika Cook, Executive Assistant/Human Resources, Columbia School District, 11775 Hewitt Rd.

Brooklyn, MI 49230 monika.cook@myeagles.org

Deadline: Until Filled