



BROTHER RICE HIGH SCHOOL

ASSISTANT ATHLETIC DIRECTOR

WORK HOURS

This is a full-time, year-round, Monday – Friday position. Hours can vary and candidate must be willing to work some evenings and weekends depending on athletic event schedules.

POSITION SUMMARY

This position will report to the Athletic Director and take on a wide range of responsibilities. These include Athletic Event Management and assisting in the day-to-day planning, maintenance and execution of all fourteen Brother Rice Athletic Sports. Candidates should be comfortable with extensive computer use for communication, data management, reporting, and daily operations.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Sports Management, Education, or related field.
- Proven experience in athletic administration or coaching at or above the high school level.
- Strong leadership, organizational, and communication skills.
- Knowledge of sports rules and event procedures, MHSAA, NHSF and CHSL regulations and compliance.
- Ability to work collaboratively with diverse groups including students, staff, and community members.
- Demonstrated commitment to promoting sportsmanship and student development.
- First aid and CPR certification.

PREFERRED SKILLS

- Strong leadership, teamwork, communication and public relations skills.
- Excellent organizational, time management, problem solving and decision-making skills.
- Proficient in Microsoft Word, Excel, Google Suite.
- Working knowledge of platforms such as SignUp Genius, PowerSchool, Arbiter/RefPay, Final Forms, Dropbox.

- Excellent email communication skills.
- Proficient in using online registration systems, conducting internet research, and managing social media for event promotion.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this position include, but are not limited to, the following:

1. Athletic Event Management, including the planning, organization, and supervision of athletic competitions and related activities.
 - a. Supervise staff, volunteers, and officials.
 - b. Handle crowd control and spectator services.
 - c. Maintain discipline among participants and spectators.
 - d. Demonstrate the ability to assert authority in difficult situations.
 - e. Implement emergency and safety procedures.
 - f. Coordinate with security and local authorities.
 - g. Resolve conflicts, complaints, or scheduling issues.
 - h. Venue Responsibilities:
 - i. Set up venues, track, fields, seating, signage, and related equipment.
 - ii. Ensure equipment is available and functioning properly.
 - iii. Manage athlete check-in and accreditation.
 - iv. Ensure first aid, safety, and medical support are available for emergency response.
 - v. Coordinate opening and closing ceremonies, PA script, prayer and anthem.
 - vi. Monitor event timing, scoring and results.
 - vii. Manage facility cleanup and venue closure.
2. Communication Management, including coordination with coaches, staff, participants, parents, schools, spectators, and the public.
 - a. Maintain open communication among coaches, referees, athletes and administration.
 - b. Coordinate the communication of schedules, updates and event results.
 - c. Work closely with training staff to ensure coverage of home athletic events and to report and follow up on student injuries, including communication with parents.
 - d. Monitor student-athlete eligibility and notify coaching staff of any eligibility concerns on a daily basis.
 - e. Respond to and follow up on Athletic Department inquiries in a timely manner via email, telephone, and in-person communication, including all parent requests.
 - f. Serve as the primary point of contact for outside vendors, including equipment and apparel suppliers, concessions, media requests, college requests, and trophy updates.

- g. Collaborate and communicate with other departments essential to the success and operational development of the Athletic Department.
- 3. Operational Coordination and Planning, including scheduling, season preparations, and program support.
 - a. Maintain and develop a computerized student-athlete database to manage and track physicals, team rosters, and athlete eligibility.
 - b. Plan and coordinate athletic schedules for all levels of each sport and season, including tryouts, practices and games.
 - c. Maintain the Brother Rice Athletic websites to ensure schedules, rosters, photos and coach biographies are current and accurate.
 - d. Monitor and report all required athletic activities on the MHSAA website including Coaches Rules Meetings, CPR certifications, schedules and score reporting, officials' ratings, and EAPs.
 - e. Coordinate transportation for athletic teams as needed, including school buses and charter bus requests, and communicate student-athlete early dismissals to faculty.
 - f. Develop and manage SignUpGenius schedules to ensure adequate coverage for game-day workers and volunteers, and log all family athletic service hours.
 - g. Maintain accurate inventory for athletic plaques and chenille letters, record distribution of Varsity "R"s in PowerSchool, and coordinate athletic awards for individual sports banquet.

HOW TO APPLY

Please complete the Brother Rice High School Employment Application and send with resume to employment@brrice.edu.

DEADLINE

Applications are being accepted until the position is filled.



BROTHER RICE HIGH SCHOOL

EMPLOYMENT APPLICATION

This form has been designed to comply with Michigan and Federal Fair Employment Practice laws prohibiting discrimination. All qualified applicants will receive equal consideration for employment without regard to race, religion, color, sex, national origin, age, military background, handicap, marital status, height, and weight or arrest record.

Date _____

Last Name _____ First Name _____ Middle Initial _____

Address _____

City _____ State _____ Zip Code _____

Home Phone (____) _____ Cell Phone (____) _____

Work Phone (____) _____ Email _____

Birthdate: _____ Place of Birth: _____ Religious Affiliation: _____

In brief, what is your main reason for applying to Brother Rice High School? _____

Desired Position _____

How did you learn about this job? _____

Have you ever applied for employment with Brother Rice High School before? _____

Have you ever been employed with Brother Rice High School before? _____ If yes, give dates _____

If you were employed by Brother Rice High School previously, why did you leave? _____

Are you related to anyone currently employed by Brother Rice? _____

If yes, name & relationship _____

Have you ever been discharged or required to resign from a position? _____

If yes, when and why? _____

Are you on a lay-off and subject to recall? _____

Will you work overtime, if required? _____

Are you legally eligible for employment in this country? _____

Do you have a valid driver's license? _____ DL# _____ State _____

Has your driver's license ever been suspended, revoked or restricted? _____

If yes, when and why? _____

Have you ever been refused surety bond? _____

If yes, when and why? _____

Have you ever been convicted of a felony? _____

Have you ever been convicted of child abuse or neglect? _____

Have you ever been convicted of a felony involving harm or threatened harm? _____

If yes to any of the above, please describe in detail _____

EMPLOYMENT HISTORY

List your previous two (2) employers, starting with the most recent, including military experience. Explain any gaps in employment in the COMMENTS section below.

Employer _____ Telephone _____ Dates Employed _____

Address _____ Job Title _____

Hourly Rate/Salary _____ Immediate Supervisor & Title _____

Reason for Leaving _____ May we contact for reference? _____

Summarize the nature of the work and job responsibilities _____

Employer _____ Telephone _____ Dates Employed _____

Address _____ Job Title _____

Hourly Rate/Salary _____ Immediate Supervisor & Title _____

Reason for Leaving _____ May we contact for reference? _____

Summarize the nature of the work and job responsibilities _____

COMMENTS (including explanation of any gaps in employment) _____

Have you signed a nondisclosure or non-compete agreement with your current or any past employers? _____

SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience that may qualify you for work within Brother Rice. _____

SPECIAL ACCOMPLISHMENTS

List any publications; awards (exclude information which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status). _____

ADDITIONAL INFORMATION

List anything else you would like us to consider _____

MILITARY SERVICE

Branch of Service, if any _____ Rank: _____

EDUCATIONAL HISTORY

High School _____ Year of Graduation _____

City _____ State _____

College _____

Degree Attained _____ Major _____ GPA _____ Year _____

College _____

Degree Attained _____ Major _____ GPA _____ Year _____

College _____

Degree Attained _____ Major _____ GPA _____ Year _____

CERTIFICATION

State: _____ Number: _____ Type: _____



BROTHER RICE HIGH SCHOOL

PLEASE READ CAREFULLY

Applicant's Certification, Authorization, and Acknowledgment

I certify that the facts as set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this Application may subject me to dismissal. You are authorized to make an investigation of my employment history and my personal history through any investigative or bureaus of your choice, and to contact any of my former employers and I give such employers the right to release to you all records of my employment (excluding medical records), including assessment of my job performance and ability. I understand that you may require a motor vehicle record report and I authorize you to obtain said report. I understand that you reserve the right to require that an offer of employment is conditional upon the results of a medical examination including, but not limited to, any drug screening test. I understand that you reserve the right to require a drug screening test at any time during employment. If employed, I understand that if I need an accommodation for a disability, under the Michigan Persons with Disabilities Civil Rights Act: 1) I must notify my employer in writing of my need for an accommodation; 2) I must give notice within one hundred eighty-two (182) days after I know or should have known I need that accommodation and; 3) My failure to provide that notice will prevent me from claiming that my employer failed to accommodate my disability. This requirement does not waive an individual's rights under the Americans with Disability Act. I further understand that the use of this Application does not indicate that there are any positions open and does not in any way obligate Brother Rice High School. This Application is current for ninety (90) days. At the conclusion of this time, if I have not been employed by Brother Rice and still wish to be considered for employment, it will be necessary for me to fill out a new Application. I further understand that if employed, I agree, in partial consideration of my employment, that I shall not commence any action or other legal proceeding relating to my employment or the termination thereof more than six (6) months after the termination of such employment and agree to waive any statute of limitations to the contrary.

FURTHER, I UNDERSTAND AND AGREE, THAT IF I AM HIRED BY BROTHER RICE HIGH SCHOOL, UNLESS SPECIFICALLY SET FORTH IN WRITING TO THE CONTRARY AND SIGNED BY THE PRESIDENT OF BROTHER RICE HIGH SCHOOL AND MYSELF, MY EMPLOYMENT WILL BE FOR NO DEFINITE PERIOD, AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES OR SALARY, BE TERMINATED AT ANY TIME FOR ANY REASON OR NO REASON AT THE WILL OF THE PRESIDENT OR MYSELF WITHOUT ANY PREVIOUS NOTICE.

Child Abuse and Neglect Policy

Child abuse and neglect is against the law. Anyone that has been convicted of child abuse and neglect will not be employed by Brother Rice High School. A child abuse and neglect conviction will be grounds for immediate dismissal from the school's employ.

Signature of Applicant _____ Date _____

MICHIGAN WAIVER AGREEMENT AND STATEMENT FOR SCHOOLS

An Individual Applicant's Request for a Fingerprint-Based Criminal History Record Information (CHRI) Background Check Result for a Qualified Entity in Accordance with the Michigan School Volunteer & Employee Criminal History Program

Pursuant to the National Child Protection Act (NCPA) of 1993, as amended by the Volunteers for Children Act (VCA), this form should be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity (i.e. school or management company) under these laws.

I hereby authorize (**enter name of Qualified Entity**) Brother Rice High School, to receive the results of my state and federal fingerprint-based CHRI background check result for the purpose of evaluating and determining my fitness to have responsibility for the safety and well-being of children or individuals with disabilities. Prior to submitting my fingerprints to the Michigan State Police to conduct a CHRI background check, I will complete, sign, and return this form and a Livescan Fingerprint Background Check Request form (RI-030). I understand the Qualified Entity will retain all required documentation for a period of time no less than prescribed by state or federal laws. By signing this Michigan Waiver Agreement and Statement, it is my intent to authorize the dissemination of any state and national CHRI that may pertain to me to the Qualified Entity with which I am, or am seeking to be, employed or to serve as a volunteer, pursuant to the NCPA VCA.

I understand that until the criminal history background check is completed, the Qualified Entity may choose to deny me unsupervised access to children or individuals with disabilities. I further understand that upon request the Qualified Entity will provide me a copy of the CHRI background results, if any, and that I am entitled to challenge the accuracy and completeness of any information contained in such results. I may obtain a prompt determination as to the validity of my challenge before the Qualified Entity makes a final decision about my status; as an employee, volunteer, contractor, or subcontractor.

Printed/Typed Name		Date of Birth	
Address	City	State	ZIP Code
What is your current or prospective status (check one)? <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor/Vendor			
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide a description of the crime and the particulars of the conviction.			
I understand that I may be asked to assist with obtaining any and all official disposition documentation regarding my conviction.			
If you are an employee, prospective employee, or a volunteer of a public school academy, do you authorize release of your CHRI results to another qualified entity (i.e. school or management company) for a like purpose? If yes, indicate the name of the other qualified entity below. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Other Qualified Entity			
Signature		Date Signed	

ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY