

BOARD OF EDUCATION

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Fairview Area Schools

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ADMINISTRATION

Bill Lake, Superintendent
Bill Lake, K-12 Principal
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Mary Jo Green, Finance
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Fairview Area Schools **Job Posting**

Position: **Athletic Director**

When: for the 2022-2023 school year

Term: July 1, 2022 – June 30, 2023

Salary: Stipend

REPORTS TO: Superintendent

SUPERVISES: Athletic Program

GOAL: To provide leadership, collaboration, and coordination in the area of Fairview Athletics.

DUTIES: Coordinates the 6-12 athletic program. Makes employment recommendations to the Board when hiring coaching staff. Schedules all middle school and high school athletic contests. Ensures officials are scheduled and contracts are issued for all athletic contests. Arranges transportation for all away middle school and high school contests. Supervises middle school and high school athletic contests and acts as the host to officials and visiting schools. Arranges for personnel to supervise contests as needed. Supervises athletic funds. Orders all athletic equipment and maintains a current inventory. Advises and ensures that all coaches conform to the MHSAA and league policies. Attends league and district meetings.

If interested, please submit a letter of intent to Bill Lake or Melony Haskin by 3 p.m. on Friday, June 3, 2022.

“Expect Excellence”