

BOARD OF EDUCATION

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Fairview Area Schools

1879 E. Miller Road
Fairview, MI 48621
Phone: (989) 848-7000 Fax 848-7070
Info@fask12.org
http://www.fask12.org

ADMINISTRATION

Sarah Taylor, Superintendent
Sarah Taylor, Elementary Principal
Troy Ross, M.S. / H.S. Principal
Mary Jo Green, Finance
Mark Trim, Technology
Lynn Layman, Food Service
Rich Ellis, Facilities Director

Posting Date: April 11, 2024

Position: Part-Time Athletic Director

Salary: Stipend

Reports To: Superintendent

Supervises: Athletic Program

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

DUTIES:

- Coordinate the 6-12 athletic program.
- Make recommendations to the Board when assigning coaches, assistants, and volunteers.
- Schedule all middle school and high school athletic contests.
- Ensure officials are scheduled and contracts are issued for all athletic contests.
- Arrange transportation for all away middle school and high school contests.
- Supervise middle school and high school athletic contests.
- Act as the host to officials and visiting schools.
- Arrange for personnel to supervise contests as needed.
- Manage athletic funds, cash collection, and approval of expenses. Maintain positive fund balance.
- Order all athletic equipment and maintain a current inventory.
- Advise and ensure that all coaches conform to the MHSAA and league policies.
- Attend league and district meetings.

If interested, please contact:
Sarah Taylor, Superintendent
(989) 848-7004

or submit a letter of interest to:
staylor@fairview.k12.mi.us

Application deadline Tuesday, April 30, 2024

“Expect Excellence”