

# The Mohawk Trail School System

Mohawk Trail Regional School District | Hawlemont Regional School District

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Sheryl Stanton, Superintendent of Schools  
Chris Buckland, Principal MTRS  
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## Mohawk Trail Regional School District (MTRSD)

### **Job Description: District Director of Athletics**

#### **General Expectations:**

Working closely with the Principal, the Athletic Director leads and supervises the MTRSD athletic program to ensure that each student-athlete appropriately benefits through participation in interscholastic athletics.

Major responsibilities include direct oversight of middle and high school athletic teams; athletic facilities; all coaches; team scheduling; athletic transportation; and the athletic budget. The Athletic Director also ensures that the MTRSD is in compliance with national (NFHS), state (MIAA), and regional (PVIAC), guidelines and policies.

Additionally, working closely with the principal, Liaison for Community Engagement and Enrichment, the MAA and town REC depts when appropriate, the Athletic Director leads and supervises the extracurricular athletic feeder programs at the MTRS elementary schools.

Major responsibilities include the design, implementation, staffing and yearly evaluation of these programs and triannual district jamborees: Fall- Soccer, Winter, Basketball, Spring - Baseball

#### **Specific Requirements:**

- Oversees the District's athletic programming in all areas
- Oversees, coordinates and monitors the District's Elementary sports feeder programs
- Provides athletic leadership to students, faculty and staff.
- Serves as a District's chief contact individual in regards to athletics, and maintains an open line of communication whenever necessary including nights, weekends, holidays, school vacations, and summer vacation.
- Coordinates all athletic events including venue preparation and contracting officials
- Helps coordinate athletics facilities scheduling and daily transportation needs
- Interviews prospective coaches and support staff for employment.
- Responsible for hiring appropriate athletic coaches/athletics staff.
- Observes and evaluates the instructional performance of coaches.
- Monitors academic eligibility, and medical eligibility for all student athletes
- Helps monitor attendance and discipline of student athletes.
- Develops and maintains a clear athletic departmental budget for the District.
- Secures necessary athletic equipment including maintaining an inventory of equipment/uniforms, purchasing, reconditioning, and evaluating

- Acts as liaison with all booster organizations
- Establishes rapport and working relationships with local non-school athletic programs
- Helps with the coordinating of student management information systems.
- Attends district, league and state meetings as required.
- Attends district administrative meetings as required.
- Attends state and national athletic director conferences as needed.

### **Specific Skills Required:**

- Skilled in providing strong instructional leadership.
  - Skilled in providing leadership to coaches/students/support staff
  - Skilled in working with a diverse student populations, staff and parents.
  - Skilled in collaborating with all constituents of the MTRSD athletic department
  - Skilled in establishing cohesive District athletic strategic plan
  - Skilled in collaborating with MTRSD Elementary principals and identifying and supporting district sporting needs
  - Skilled in creating partnerships with groups and organizations in the community to help support the provision of sports for all MTRSD students
  - Knowledge of district rules of conduct.
  - Skilled in supporting an effective school-wide discipline plan
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- Knowledge of best practices and standards in physical education and sports management
  - Knowledge of pertinent health education standards and nutrition based education
  - In-depth knowledge of effective coaching strategies and best practices related to athletic development of programs and individuals
  - Skilled at involving students, coaches and parents in collaborative decision making.
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- Highly skilled in computer technology in the performance of daily duties and goals.
  - Professional high level communication skills (verbal/written); ability to instruct; and maintain emotional control under stress and potential crisis management situations.
  - Maintains the ability to effectively network with colleagues through constant daily written and verbal communications
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- Knowledge of effective planning and implementation of new initiatives, technologies, and programs.
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- Skilled at researching, developing and maintaining new and innovative ideas

### **Qualifications and Experience**

- 3 years experience as an Athletic Director preferred
- Possess knowledge and experience of working with NFHS, the MIAA and the PVIAC as governing bodies for student athletics.
- Knowledge and experience with developmental athletic programming

- Personal characteristics and experience necessary for working effectively with a diversity of student/parent/staff perspectives and personalities in organizing and maintaining school standards of extra-curricular activities.

**Reports to**

MTRS Superintendent of Schools

**Compensation and Terms of Employment**

Salary Range: \$45,000 - \$55,000

Non-Union A

Year round - renewable by June 30th of the current year

Fully benefited position

**Application process**

Send letter of interest and resume to: [ktotman@mtrsd.org](mailto:ktotman@mtrsd.org). Applications deadline: Open until position is filled. The school district does not discriminate on the basis of race, color, national original, sex, gender identity, disability, religion, or sexual orientation.

6/24/22