

MEMO TO: All Applicants
FROM: Shawn Vondra, Superintendent
DATE: August 14, 2017
RE: Open Position for 2017-2018 School Year

The Hillsdale Community Schools District is seeking qualified applicants for the following position:

Athletic Director / Dean of Students

Qualifications/Experience: Coaching experience is required; effective human relations and organizational skills are essential.

Major functions are to serve as a member of the Administrative Team; responsible for short and long term direction of the program; provide collaborative and visionary leadership; articulate program mission to internal and external audiences; maintains timely communication and seeks input from building administrators and all members of the coaching staff to maximize student sense of worth and competence, knowledge of sport and principles of sporting play; manages financial aspects of the program to include budgeting and purchasing in accordance with district policies; serve as primary League representative; coordinates all aspects of scheduling to include opponents, officials, facilities and transportation; and other duties as assigned.

Anyone interested in this position should send letter of interest, resume with any professional credentials, and a list of 3-5 references to Shawn Vondra, Superintendent, Hillsdale Community Schools, 30 S. Norwood Ave., Hillsdale, Michigan 49242.

OPEN UNTIL FILLED

Compensation will be based on the experience & qualifications of the successful candidate. This position does include health care options and retirement benefits.

PLEASE POST

E.O.E.

HILLSDALE COMMUNITY SCHOOLS

MEMO TO: All interested applicants
FROM: Shawn Vondra, Superintendent
DATE: September 6, 2017
RE: Open Position for 2017-2018 school year

DAVIS MIDDLE SCHOOL

General Education Assistant

6 hours

Qualifications include a high school diploma and 60 semester hours of college credit or compliance with federal regulations to be fully certified by January 1, 2006. Duties may include supervision of lunch times, locker rooms, one – on – one support for student(s) with special education needs, general education support in classrooms under the guidance of a teacher, after school dismissal and other duties as assigned by the Principal.

Anyone interested in this position should send written application to Barb Wheeler , Davis Middle School Principal, Hillsdale Community Schools, 30 S. Norwood Ave., Hillsdale, MI by September 12, 2017 3 p.m.

PLEASE POST

E.O.E.