

MEMO TO: All Applicants
FROM: Shawn Vondra, Superintendent
DATE: July 27, 2017
RE: Open Position for 2017-2018 School Year

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

Director of Athletics & Activities

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.

A job description is available at the Superintendent's Office. 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.

MEMO TO: All interested applicants
FROM: Shawn Vondra, Superintendent
DATE: August 14, 2017
RE: Open Administrative Position

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

HIGH SCHOOL PRINCIPAL

Qualifications include: Valid Michigan Teaching Certificate and Master's Degree required. State of Michigan administrative certification required. Minimum of five years successful secondary teaching experience. Must have understanding of current high school programs, curriculum and assessment. Must possess strong instructional leadership skills and ability to lead professional learning communities. Candidate must demonstrate communication and community relations skills. Must demonstrate commitment and engagement through service in the community of Hillsdale.

Qualified applicants should submit a letter of application to:

Shawn Vondra, Superintendent
Hillsdale Community Schools
30 S. Norwood Ave.
Hillsdale, MI 49242

Application Deadline: August 28, 2017 by 3:00 p.m.

PLEASE POST

E.O.E.