

# EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN

## Athletic Consultant

### **About the Education Achievement Authority of Michigan:**

The Education Achievement Authority of Michigan is a new statewide school system that will assume operation of the lowest 5 percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

For more information, visit [www.michigan.gov/ea](http://www.michigan.gov/ea).

### **Overview of Role:**

The Athletic Consultant is the official designated representative of the Education Achievement Authority of Michigan for its Athletics Division and will consult with the Chancellor and Chief of Staff on all athletic matters. Careful selection of this position is essential to an exceptionally stellar Athletics Division for the EAA of Michigan. The Athletic Consultant is the executive aid to the Chancellor and Chief of Staff, and will provide coordination and direction for all elementary/middle through high school competitive play and athletic events. Furthermore, the Athletic Consultant must guide the development, planning, implementation and evaluation of an academic and athletic process that will foster maximum physical education and health experiences for all EAA of Michigan student-athletes.

### **Duties and Responsibilities:**

- Advises on Education Achievement Authority of Michigan's athletic budget.
- Advises on athletic school based budgets, working with Principals, Athletic Directors and Coaches to ensure equity across all sports.
- Formulates Athletic Directors and Coaches criterion for job descriptions.
- Works with EAA of Michigan Principals to select, assign and evaluate Athletic Directors and Coaches.
- Advises on athletic equipment purchasing plan.
- Conducts professional development and clinics for Athletic Directors and Coaches on EAA of Michigan policies and procedures.
- Works with buildings and grounds' company on planning maintenance of athletic facilities.
- Advises on communication of athletic concerns from Principals to Central Headquarters.
- Works with EAA of Michigan schools concerning security and transportation for all athletic events and game procedures.
- Develops a special game of the week when two (2) EAA of Michigan teams compete against each other.
- Organizes dispersal of athletic tickets to elementary/middle and high schools.

- Supervises special athletic events.
- Attends exploratory meetings and collaborate with external funding partners for EAA of Michigan athletic programs.
- Troubleshoots on issues that concern the EAA of Michigan Athletic Division.
- Advises on issues pertaining to the Michigan High School Athletic Association (MHSAA) and Detroit Public Schools League (DPSL).
- Helps to formulate plan for hiring officials for athletic competition.
- Advises in scheduling of athletic contests and competitive play.
- Provides organization and administrative support of athletic events and competitive play.
- Advises and assists with improving athletics personnel with professionalism, attendance, punctuality, honesty and integrity.
- Provides information that will help support compliance to local, state, national and international organization mandates.
- Evaluates and assesses the high schools' athletic programs and their feeder elementary/middle schools' athletic programs.
- Attends athletic events whenever possible, working in conjunction with the Principals and Assistant Principals to ensure appropriate coverage of all athletic events and competitive play.
- Ensures all student athletic eligibility according to the Michigan High School Athletic Association (MHSAA) policies and EAA of Michigan guidelines and "No-Pass, No-Play" policy.
- Serves as liaison with Coaches, Athletic Directors and Principals to address student discipline impacting athletic eligibility.
- Attends relevant meetings regarding conference and state MHSAA business.
- Plans and coordinates division-wide athletic awards programs.
- Plans and coordinates printing and selling of programs for varsity contests.
- Ensures that all student-athletes are appropriately insured.
- Maintains athletic records and ensures appropriate training, including first aid training; CPR for all coaching staff at each EAA of Michigan member school.
- Maintains a current physical for each student-athlete.
- Maintains an active Athletic Division that promotes sportsmanship and welcomes competing teams and guests.
- Coordinates details of visiting teams' needs.
- Supervises all division-wide ticket sales and fund-raising events of the Athletic Division and assume responsibility for proper handling of funds.
- Serves as a liaison between Principals, Athletic Directors, Coaches and the Parent and/or Athletic Booster Clubs.
- Maintains records of all athletic contest results and athletic scholarships.
- Establishes a Holiday and/or special events basketball and/or other sports tournament series of games.
- Establishes a celebrity fundraising basketball and/or other sports game or series of games between professional athletes who graduated from Detroit (particularly EAA of Michigan) high schools or play for Detroit teams versus our EAA of Michigan, Principals, Athletic Directors, Coaches and/or Staff.

- Coordinates athletic public relations in cooperation with EAA of Michigan, Executive Director of Communications and Public Relations.
- Works with EAA of Michigan, Chief of Staff to establish the Detroit Sports Hall of Fame.
- Works with EAA of Michigan, Chief of Staff to establish the EAA Sports Historically Black College Football Game Classic.
- Performs other related duties and responsibilities as assigned by the EAA of Michigan, Chancellor or designee.

### **Equipment and Purchasing:**

1. Establishes significant equipment procedures and security. (Inventory, cleaning, storage, issue, collection, reconditioning, etc. Maintains sensible replacement schedule and stick to established budget).
2. Purchases all necessary equipment and uniforms. Include Athletic Directors and Coaches in purchasing sessions.
3. Enlists responsible and trustworthy help and hold coaches responsible for their duties regarding equipment and uniforms.
4. Maintains all equipment purchasing receipts and records.

### **Qualifications:**

1. Bachelor's Degree required; a valid certification Postgraduate Professional Certificate (with endorsement in health and/or physical education) preferred.
2. Applicant must have experience preferably as a health and/or physical education teaching and/or coaching of an athletic team totaling at least five years.
3. Displays qualities of leadership, organization, teamwork and passion. Furthermore, possesses the professional and personal characteristics necessary for working effectively with student-athletes, coaches, athletic directors, school personnel and the community.
4. Employment eligibility including criminal history background check and fingerprints, documentation of negative Tuberculosis test and/or other employment clearance.

### **Salary:**

1. Compensation is on an annual basis of \$51,000.00 (without insurance and benefits).
2. Monthly payments are \$4,250.00 per month.