

BOYERTOWN AREA SCHOOL DISTRICT
Human Resources Department
911 Montgomery Avenue
Boyertown, PA 19512
(610) 369-7606

October 16, 2009

ATHLETIC DIRECTOR

Boyertown Area School District is seeking qualified applicants for the following position:

Position: Athletic Director
Status: Full-time
Location: Senior High School
Effective Date: To Be Determined
Qualifications: Coaching experience; organizational, supervisory and administrative skills; and knowledge of Pennsylvania Interscholastic Athletic Association regulations. Experience in athletic program administration preferred.
Responsibilities: Supervise the preparation of athletic schedules for all sports. Create and approve all contracts related to athletic contests. Assign officials for all athletic contests. Select and recommend equipment and supplies needed for various athletic teams of the District.
Requirements: Preemployment medical examination and tuberculin test. Federal and state criminal record checks and child abuse history clearance are required.

Boyertown Area School District employees who are interested in applying for this position should submit a letter of interest to Human Resources. All other individuals who are interested in applying for this position should submit a letter of interest with wage requirement, resume, classified staff application, and three letters of reference to Human Resources.