

POST
March 26, 2026

ANNOUNCEMENT OF VACANCY

The following **Certified** position exists in the Bluffton-Harrison Metropolitan School District for the 2026-2027 school year.

ATHLETIC DIRECTOR

The following should be submitted:

- Personal Letter of Intent
- Properly completed application
- Current Resume
- College or University placement credentials
- Copy of Valid Administrator's license, a letter of eligibility from the state licensing board, or a letter outlining the applicant's licensure plan
- At least three (3) letters of recommendation

Apply online via our Nimble link, available at: www.bhmsd.org/services/employment

- Completed application and supporting materials must be submitted by April 9.
- The start date for the position is upon the selected applicant's availability or no later than July 1, 2026.

Completed application and supporting materials must be submitted to:

Dr. Brad Yates
Bluffton-Harrison MSD
805 E Harrison St
Bluffton, IN 46714
byates@bhmsd.org

Certified applications available at: <https://www.bhmsd.org/services/employment>

Equal Opportunity Employer: BHMSD does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or any other legally protected status in its programs or employment. For accommodation requests, please contact the BHMSD Administration Office.

JOB DESCRIPTION: ATHLETIC DIRECTOR

Job Title: Athletic Director

Employer:

Bluffton-Harrison Metropolitan School District (BHMSD)

Reports To:

Principal of Bluffton High School (BHS) and Superintendent of Bluffton-Harrison MSD

Contract Length:

July 1 through June 30 for a total of 220 contract days.

Position Overview:

The Athletic Director serves as the primary administrator for the BHS/BHMSD athletic department. This individual provides leadership, vision, and oversight for all interscholastic sports programming. The Director ensures that the athletic department operates in alignment with IHSAA regulations, school board policies, and Title IX requirements. Key priorities include fostering a culture of sportsmanship, managing athletic budgets/gate receipts, overseeing facility maintenance, and facilitating collaborative efforts between coaches, student-athletes, parents, and the community.

Key Responsibilities:

1. Administrative Leadership

- Serve as the central point of contact for all BHMSD athletic operations.
- Organize and lead seasonal coaches' meetings and parent orientation sessions.
- Maintain positive relationships with district administrators, coaching staff, student-athletes, and the athletic booster organization(s).
- Promote BHMSD Athletics at all times through various media and community outlets.
- Engage key stakeholders, including the school board, local businesses, and civic organizations to build program support.
- Serve as a support administrator to the high school and middle school administrative team.

2. Program Development and Oversight

- Monitor student participation trends and collaborate with middle school coaches to ensure vertical alignment of athletic programs.
- Lead the search, interview, and recommendation process for the hiring of all coaching staff.
- Conduct regular evaluations of head coaches and provide constructive feedback for program improvement.
- Ensure the athletic department personnel maintain high visibility at home and away athletic contests, including evening and weekend events, through a rotating attendance schedule that accounts for simultaneous competitions.
- Ensure the needs of student-athletes are met through academic monitoring and support services.
- Serve as the district expert on IHSAA bylaws and eligibility requirements.

3. Compliance and Reporting

- Coordinate and submit all required IHSAA reports, including:
 - Student-athlete eligibility rosters and physical exam clearances.
 - Transfer forms and foreign exchange student documentation.
 - Annual Title IX compliance reports.
- Maintain an up-to-date inventory of all athletic equipment, uniforms, and safety gear.
- Coordinate with the guidance office to ensure all student-athletes meet academic standards for participation.
- Maintains records of all athletic contest results and information pertaining to student athletic awards.
- Maintains permanent file of players, medical examinations, insurance forms, parent consent forms, payments, and any other records required by the school corporation or IHSAA.
- Reviews and recommends updates, annually, to the athletic policy, code of conduct, and applicable employee handbooks.

4. Budget and Fiscal Management

- Manage the annual athletic department budget, including gate receipts, tournament finances, and official payments.
- Oversees ticket sales; certifies reports of income produced from ticket sales.
- Coordinate the purchase of equipment, uniforms, and supplies in accordance with district procurement policies.
- Review and summarize monthly financial reports for the Principal and Superintendent.
- Oversee the scheduling, maintenance, and preparation of all athletic facilities (fields, courts, gyms) in coordination with the facilities department.
- Manage the hiring and/or scheduling of event staff, including ticket takers, security, and medical personnel.
- Evaluates, cancels, and/or postpones events and practices in relation to inclement weather and suitability of safe conditions for athletic activities.
- Offers supplemental insurance program and insurance waiver covering student-athletes.

- Review facility improvements requests and make recommendations to the Superintendent as necessary.

5. Coaching and Professional Development

- Support the certification process for non-teacher coaches (NFHS/IHSAA requirements).
- Maintain and track coaching licenses and mandatory safety certifications (CPR/AED, Concussion, Sudden Cardiac Arrest).
- Provide professional development opportunities for the coaching staff regarding leadership and student-athlete mentorship.
- Maintain active membership in professional organizations to stay current on athletic administration trends.

6. Communication and Coordination

- Maintain up-to-date master athletic calendars and digital scheduling platforms.
- Coordinate student-athlete transportation for all away contests in collaboration with the Transportation Department.
- Develop and distribute athletic handbooks, schedules, and promotional brochures.
- Manage the athletic department's digital presence, including the official website and social media accounts.
- Coordinate with the treasurer regarding athletic payroll and vendor payments.
- Arrange details for visiting teams and officials for successful events operation.
- Coordinate with the district maintenance department to arrange repairs and maintenance of interior and exterior athletic facilities.
- Coordinates with all school building office teams on athletic event scheduling and athletic decisions impacting school operations.

7. Events and Partnerships

- Facilitate the hosting of IHSAA sectional, regional, or semi-state tournaments.
- Partner with local healthcare providers for athletic training services and student-athlete physicals.
- Support student-athlete recognition events, including awards banquets, signing days, and Hall of Fame ceremonies.
- Collaborate with collegiate recruiters to support student-athletes pursuing post-secondary athletic opportunities.
- Develop and manage business partnerships to support the overall operations of the athletic department serving student-athletes.

Minimum Qualifications:

- Valid Indiana Teacher License with significant athletic leadership experience.
- Strong understanding of IHSAA bylaws, Title IX legislation, and school safety protocols.
- Demonstrate ability to lead and manage diverse groups of coaches, students, and parents.
- Excellent written and verbal communication skills.

- Proficiency in using management software and data systems for scheduling and eligibility.
-

Preferred Qualifications:

- Valid Indiana Administrator license (Building Level).
 - Extensive experience in coaching or school administration.
 - Experience managing budgets and fundraising initiatives applicable to athletic operations.
 - Familiarity with facility renovation or construction projects.
 - Active involvement or willing to be actively involved with the Indiana Interscholastic Athletic Administrators Association (IIAAA).
-

Salary & Benefits:

Commensurate with experience and qualifications. Includes TRF contributions and a competitive benefits package.