



HAYWARD COMMUNITY SCHOOL DISTRICT
HAYWARD, WISCONSIN
NOTICE OF VACANCY

DISTRICT ACTIVITIES ADMINSTRATOR-ASSISTANT PRINCIPAL

The Hayward Community School District is accepting applications for the position of

DISTRICT ACTIVITIES ADMINISTRATOR/ASSISTANT PRINCIPAL
Beginning the Fiscal year 2022-2023

Qualifications: Applicants must have a Master's degree in School Administration and have a Wisconsin Administrative Certification.

Candidates should also possess previous middle or high school level teaching or administrative experience. Knowledge of athletic event scheduling, budgeting, facilities management, and transportation as they apply to the overall operation of a successful athletic and activities program, including an ability to assign, supervise, and evaluate staff.

The candidate will work in a three-person high school administrative team, assisting when needed with student supervision and discipline.

Candidates must have the ability to communicate professionally with all stakeholders as well as with community recreation organizations.

Terms of Employment: 220-day calendar, competitive benefits to include Wisconsin Retirement System. Salary will be based on experience and education.

TO APPLY: Applicants may apply through the Wecan Website: <https://wecan.education.wisc.edu/#/>

You will be required to upload a letter of application, resume, three letters of recommendation, and a complete set of college/university transcripts and credentials.

Craig Olson
District Administrator
Hayward Community School District
15930 W 5th Street
Hayward, WI 54843
(715) 634-2619 ext. 9001

Application deadline: Applications will be accepted until filled.

"EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER"