

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

SUPERVISOR OF ATHLETIC PROGRAMS AND FACILITIES

QUALIFICATIONS:

- (1) Master's Degree from an accredited institution.
- (2) Certified by the state of Florida.
- (3) Certification in Educational Leadership, Administration/Supervision, School Principal, or Professional School Principal.
- (4) Minimum of three (3) years classroom teaching experience.
- (5) Experience as a coach in a major sport and training in the minor sports.

KNOWLEDGE, SKILLS AND ABILITIES:

Skills in written and oral communication, planning, and organization. Knowledge of current educational trends, methods, research, facilities, and technology related to athletics and athletic facilities. In-depth knowledge of specific rules and laws regarding interscholastic athletics, facilities to support interscholastic athletics, and the procurement and bid procedures of athletic equipment. Ability to identify important issues or problems in area of responsibility. Ability to collect, analyze, and interpret data. Ability to work collaboratively with others.

REPORTS TO:

Assistant Superintendent for High, Adult and Alternative Schools.

JOB GOAL

To provide expertise and support in the planning, implementation, and evaluation of assigned program, or service area in accordance with district philosophy, goals and objectives.

SUPERVISES:

Assigned Support Personnel.

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- * (1) Define goals and objectives for the district athletic program.
- * (2) Submit and manage an annual budget for the district athletic program based on assessed needs, District philosophy, District goals, or long- and short-term objectives for the area.
- * (3) Participate, as requested in the development of educational specifications and planning of educational athletic facilities.
- * (4) Coordinate identified area of responsibility, ensuring that federal, state and District requirements are met.

SUPERVISOR OF ATHLETIC PROGRAMS AND FACILITIES (Continued)

- * (5) Provide technical assistance, support, and expertise in assigned area and District initiatives and priorities.
- * (6) Coordinate the evaluation and selection of instructional materials and equipment.
- * (7) Assist District and school personnel in interpreting and complying with federal and state laws, rules, and regulations, including appropriate documentation.

Communication

- * (8) Interpret and disseminate research, best practices, and current trends related to athletic program development and implementation, and other related areas.
- * (9) Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- * (10) Interact with parents, outside agencies, businesses, and community to enhance understanding of District initiatives and priorities and to elicit assistance for students.
- * (11) Maintain visibility and interaction with the Florida High School Activities Association and the Florida Department of Education.
- * (12) Use a variety of communication techniques and tools to enhance collaboration and communication.
- * (13) Respond to inquiries or concerns in a timely manner.

Proactive Orientation

- * (14) Ensure that health, safety, and insurance issues related to assigned area are appropriately addressed.
- * (15) Seek and write grant proposals and implement programs for which funds have been awarded to the District.
- * (16) Coordinate and support student athletic activities and competitions.
- * (17) Assist in the recruitment and selection of personnel as requested.
- * (18) Actively promote sportsmanship and physical fitness.
- * (19) Exercise proactive leadership in promoting the vision and mission of the District.
- * (20) Ensure the appropriate use of facilities and maintenance of facilities.

Critical Thinking

- * (21) Develop long and short-range plans for the athletic program based on District and state priorities.
- * (22) Evaluate the effectiveness of the district athletic program based on annual assessments and make the appropriate revisions.
- * (23) Plan and prepare strategies which support the improvement of the district athletic program.
- * (24) Design and implement an evaluation system for assigned area of responsibility.
- * (25) Assist school-based personnel in the collection, analysis, interpretation and use of data for assessment, evaluation, and decision-making.

SUPERVISOR OF ATHLETIC PROGRAMS AND FACILITIES (Continued)

- * (26) Design, organize and implement staff development programs and activities that reflect current research and future as well as present needs.

Continuous Improvement

- * (27) Set high standards of performance for self and others, and encourage reaching higher standards.
- * (28) Assist coaches in methods of coaching and in the use of appropriate materials and equipment upon request.
- * (29) Promote participation in professional organizations.
- * (30) Keep abreast of current research, trends, methods and practices related to assigned area.
- * (31) Participate actively in professional organizations.
- * (32) Keep up-to-date with federal and state mandates and requirements, and disseminate information to others as appropriate
- * (33) Assist school administration in the evaluation of the athletic programs and staff.

Facilitation

- * (34) Plan with coaches and administrators to develop and implement the school and district athletic programs.
- * (35) Plan with other district and school personnel strategies for effectively implementing legal requirements related to the assigned content, program, or service area.
- * (36) Assist school administrators and coaches in understanding the purpose of the district athletic programs.
- * (37) Facilitate the implementation of programs, activities, and strategies designed to achieve the district goals and objectives for the athletic programs.
- * (38) Facilitate effective communications among schools as well as between schools and the District.
- * (39) Work with coaches and other professionals in developing and sharing ideas and resources.
- * (40) Facilitate articulation between middle schools and high schools and among coaches at the same school.
- * (41) Use appropriate interpersonal styles and methods to guide others toward task accomplishment.
- * (42) Facilitate individual and group problem-solving.

Managerial.

- * (43) Assist in the acquisition, maintenance, and inventory of materials and equipment.
- * (44) Complete and submit timely and accurate reports.
- * (45) Maintain accurate and thorough records.

Constancy of Purpose.

- * (46) Serve on school/District committees for the planning and implementing programs and/or services.

SUPERVISOR OF ATHLETIC PROGRAMS AND FACILITIES (Continued)

- * (47) Serve as liaison with outside agencies to articulate the vision and mission of the District and seek additional resources.
- * (48) Serve on District committees and task forces in support of District initiatives and priorities.
- * (49) Serve as a district representative at emergency shelters as determined by the Superintendent.
- * (50) Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness.

- * (51) Make and share decisions in a timely manner.
- * (52) Respond quickly in emergency situations.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

Board Action _____
Approved 8/15/06
Revised _____