

## Yorktown Central School District

### Proposed Job Description

#### **DIRECTOR OF ATHLETICS and PHYSICAL EDUCATION**

**Supervises:**

All personnel involved in the physical education and interscholastic athletic programs

**Role:**

To develop, coordinate, supervise, evaluate, and administer the physical education and the interscholastic athletic programs.

Performance Responsibilities:

1. Participate with the administration in the establishment of policies and standards for the interscholastic athletic program.
2. Recruit and recommend coaching personnel.
3. Be available to aid coaches in all areas related to their coaching assignments.
4. Check the eligibility of all athletes and arrange for their medical examination and insurance coverage.
5. Attend practices and contests.
6. Maintain an ongoing evaluation of each coaching position.
7. Inform the coaches of procedures to be followed in the handling of accidents.
8. Work with the coaches and administration in handling behavior problems related to athletics.
9. Have a thorough knowledge of NYSPHSAA rules and regulations and insure that each coach adheres to them as well as to district policies and procedures and Title IX legislation.
10. Coordinate and arrange for the optimal use of district facilities and equipment for all athletic events.
11. Establish and maintain a program of equipment reconditioning.
12. Provide for repair and replacement of major equipment as needed.

13. Develop a long-range plan for equipment needs.
14. Assign equipment to personnel and insure that each keeps an inventory of all equipment and supplies.
15. Delegate to each coach responsibility for the care, maintenance, and secure storage of all athletic equipment assigned to him/her.
16. Ensure that facilities and major equipment are usable.
17. With the Director of Buildings and Grounds, coordinate the work of the grounds crew in such items as markings, line drawings, etc.
18. Assess the needs for each team presented by the coach.
19. Prepare and present an annual budget for the total interscholastic athletic program.
20. Arrange for reimbursement of officials and physicians for interscholastic contests not assigned by the Section 1 Coordinator of Athletics.
21. Oversee, or appoint a representative to act in his/her stead, all major home athletic contests with regard to crowd control, gate receipts, game supervision, etc.
22. Hire necessary officials when they are not assigned by the Section 1 Coordinator of Athletics.
23. Provide Section 1 Coordinator of Athletics with schedules, schedule changes, site changes, etc.
24. Provide for transportation for all athletic events.
25. Attend Athletic Council meetings.
26. Represent the school district in league, sectional, and state meetings.
27. Attend Board of Education meetings as required and prepare reports for the administration and Board of Education as needed.
28. Recommend the establishment of new sports or the deletion of existing sports.
29. Plan and schedule Pep Rallies, Award Assemblies, Award Dinners, etc.
30. Maintain appropriate athletic records for all sports.

31. Meet with the High School Principal (with the Middle School Principal as needed) on a regular basis to discuss the progress of the interscholastic athletic program.
32. Develop and maintain communications with the local media.
33. Communicate with the Town Recreation Department on matters of mutual concern.
34. Maintain communication with community organizations and be available to these groups when needed.
35. Coordinate and supervise the K-12 physical education program.
36. Assist building principals in the recommending for employment, supervision and evaluation of physical/health education staff.
37. Perform all other duties as assigned by the Superintendent of Schools.