



Peekskill City School District
A System Focused on Every Student; Every Day

The Mission of the Peekskill City School District is to educate students in a caring, inspiring environment characterized by a spirit of excellence and high expectations; prepare graduates to meet or exceed standards; graduate students who respect and appreciate cultural diversity; and prepare students to pursue adult lives as contributing citizens of our local and global community.

Office for
Administrative Services/HR

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PLEASE POST IN APPROPRIATE AREAS
PERSONNEL BULLETIN # 1617-229
ANTICIPATED VACANCIES
May 24, 2017

POSITION: **Director of Physical Education, Health and Athletics**

CERTIFICATION: NYS Administrator Certification required -SDA/SDL
NYS Physical Education Certification required
Multilingual applicants encouraged to apply

QUALIFICATIONS: See attached

REPORTS TO: Superintendent of Schools, Assistant Superintendent for Administrative Services, and works cooperatively with the High School/Middle School Principals for interscholastic athletics coordination.

START DATE: July 3, 2017

SALARY: Terms of employment are in accordance with the Peekskill Administration Association (PAA) Contract

CLOSING DATE: June 2, 2017

INSTRUCTIONS TO APPLICANTS:

Submit letter of interest and resume on-line to: www.OLASjobs.org/lhv

Please do not submit additional materials via: e-mails sent directly to School District employees; the U.S. mail; hand-delivery; or fax machine.

The Peekskill School District does not discriminate on the basis of race, color, national origins, age, handicapping conditions or sex in its educational programs or employment.

PEEKSKILL CITY SCHOOL DISTRICT
Director
of
Physical Education, Health and Athletics

Primary Function:

The Director of Physical Education, Health and Athletics will provide leadership in the development, organization, implementation, coordination, and evaluation of the athletic programs and the health and Physical Education curriculum. Achieving excellence requires that the Director of Physical Education, Health and Athletics works collaboratively to lead and nurture members of the staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, personnel management, and financial management.

Responsible to:

Superintendent of Schools, Assistant Superintendent for Administrative Services, and works cooperatively with the High School/Middle School Principals for interscholastic athletics coordination.

Coordinates: District PE, Health, Nurses, Athletic Coaches and associated staff

Qualifications:

- NYS Administrator Certification-SDA
- NYS Physical Education Certification
- Hold a Master's Degree from an accredited college or university.
- Experience as an administrator preferred
- Have excellent administrative and/or teaching experience and work with adolescents, including experience as an athletic coach.
- Hold and maintain current first aid certification and CPR certification
- Demonstrate excellent organizational skills and the ability to motivate people.
- Have excellent integrity and demonstrate good moral character and initiative.
- Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
- Demonstrate an understanding of the regulations regarding the operation of an athletic /physical education program.
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with
- students, staff, administration, parents, and the community
- Ability to deal effectively with people and problem solve
- Ability to plan and supervise the work of others
- Excellent communication and interpersonal skills (oral, written and digital)

Leadership Responsibilities and Expectations:

1. The Director of PE, Health and Athletics will lead the development of a State of the Art District-Wide PE, Health and Athletics program which plays an integral role in each student's school careers insuring school effectiveness and excellence.
2. The Director of PE, Health and Athletics will work well with other district administrators and staff.
3. The Director PE, Health and Athletics will encourage shared decision-making with the staff and colleagues on program direction.
4. The Director of PE, Health and Athletics will make valuable contributions to the advancement of the District's Mission through his/her promotion of high student expectations and achievement.
5. The Superintendent will conduct a quarterly and annual assessment of the PE, Health and Athletics Program.
6. Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic for the Middle and High School.
7. Provides assistance to principals in the selection, assignment and evaluation of athletic coaches physical education teachers, health teachers and nurse.
8. Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
9. Hires officials, time keepers and security as required, and assumes general responsibility for the proper supervision of home games. There should be on file a written contract with each official assigned to work at the school for an athletic event.
10. Arranges transportation for athletic contest participants.
11. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
12. Establishes the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility.
13. Prepares and administers the extracurricular athletic program budget.
14. Supervises the inventory, cleaning, storage and care of all athletic equipment.
15. Arranges all details of visiting teams.
16. Makes all necessary arrangements for the use of district athletic facilities.
17. Plans and supervises an annual recognition program for school athletes.
18. Confers regularly with coaches and acts as district representative for leagues and conferences.
19. Assists school nurse in coordinating with school physician for athletic physical examinations and attendance at required sports.
20. The Director of PE, Health and Athletics shall:
 - Maintain complete athletic records for all sports.
 - Check the eligibility of all athletes.
 - Assume leadership in the development of the Varsity, Junior Varsity and Freshman programs.
 - Attend all home games, meets and contests and attend away games when possible, or appoint a representative to act in behalf of the Athletic Director.
 - Maintain a thorough knowledge of the NYS rules and regulations.
 - Represent the school at athletic meetings when assigned.
 - Prepare a budget each year to cover the required expenditures necessary to conduct the total interscholastic athletic program.
 - Keep on file a complete financial record of receipts and expenditures.
 - Be responsible for submitting a requisition for all athletic equipment and supplies.
 - Check that all athletes are properly covered by medical insurance.

21. A Job Description for each coaching position in the Athletic Department.
22. Enforce the Board of Education approved Athletic Policy.
23. Attend professional meetings with the members of the Athletic Department.
24. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Answer correspondence promptly.
25. Communicate with the Superintendent, Assistant Superintendent for Administrative Services, Assistant Superintendent for Secondary Education and with the principals regularly about the needs, successes, and general operation of the athletic programs.

Other Duties:

- Performs and completes other duties and responsibilities as specifically determined by the Superintendent of Schools or designee

Relationship with the Assistant Superintendent for Administrative Services and Superintendent of Schools

- Demonstrates a good working relationship with the Assistant Superintendent for Administrative Services and Superintendent of Schools.
- Supports Board of Education policies and actions to the public and staff.
- Attends meetings of the Board of Education as appropriate.
- Prepares annual reports for the Superintendent of Schools
- Submits items in a timely manner to the Superintendent with appropriate recommendations based on thorough study and analysis.
- Prepares in a timely manner and presents materials, reports background data and information for Board meetings as requested by the Superintendent of Schools

Relationship with Community:

- Promotes community understanding and support for the schools.
- Is visible in the community and participates in community activities.

Conditions of Employment:

- Director of Physical Education, Health and Athletics position is a tenure-track twelve month as per the Peekskill Administration Association (PAA)

Evaluation:

- Performance of this job will be evaluated annually by the Assistant Superintendent for Administrative Services and/or Superintendent, pursuant to District APPR procedures.

Salary Range:

- Competitive Salary as per the Peekskill Administration Association (PAA)