



Peekskill City School District

Our mission is to educate and empower all students to strive for excellence as life-long learners who embrace diversity and are contributing members of a global society.

**Office
for
Administrative Services**

**Administration Center, 1031 Elm Street, Peekskill, NY 10566-3499
Phone: (914)737-3300 ext. 1550/1551 Fax: (914) 788-7580**

PLEASE POST IN APPROPRIATE AREAS

PERSONNEL BULLETIN #1920-074

ANTICIPATED VACANCIES

September 3, 2019

POSITION: Athletic Department Leader

CERTIFICATION:

- NYS valid District Administrator Certification (SDL/SDA), preferred
- NYS valid Physical Education Certification

QUALIFICATIONS: See attached

START DATE: 2019-2020 School Year

CLOSING DATE: September 9, 2019

INSTRUCTIONS TO APPLICANTS:

Submit letter of interest and resume via e-mail to: personnel@peekskillschools.org. Please include the personnel bulletin number in the subject line of your e-mail.

The Peekskill School District is an Equal Opportunity Employer and does not discriminate against age, race, religion, ethnicity, color, gender identity, sex, sexual orientation, national origin, disability or protected veteran status in its hiring, educational programs and activities it operates. Candidates must submit to fingerprint clearance.

PEEKSKILL CITY SCHOOL DISTRICT

Seasonal Physical Education /Athletic Department Leader

JOB DESCRIPTION

Primary Function:

- To provide support and assistant to the Athletic Department including the Director of Physical Education, Health and Athletics, Nurses, and Coaches in the over-all management of the Peekskill City School District Interscholastic Athletic Program.

Responsible to:

- Director of Physical Education, Health and Athletics

Qualifications:

- NYS valid District Administrator Certification (SDL/SDA), preferred
- NYS valid Physical Education Certification
- Current or past experience as a head coach or an assistant coach of a high school athletic program.
- Current Peekskill City School District School Teacher
- At least five years of experience as a Physical Education Teacher
- Demonstrates high instructional knowledge and performance skills.
- Excellent verbal and written communication skills.
- Demonstrates a commitment to professional growth.
- Received minimum of an effective rating in the APPR process

Leadership Responsibilities and Expectations:

- Assists the Athletic Director in supervising the High School and Middle School athletic programs in coordination with the Principal, Superintendent and others, including recommending policies and procedures relating to the athletic programs.
- Assists the Athletic Director with the development of the interscholastic athletic schedules and officials schedules for all contests.
- Assists the Athletic Director in the coordination of transportation for all athletic contests.
- Assists the Athletic Director in coordination of support personnel for all athletic contests, including game management, ticket sales, security, athletic trainer and emergency personnel and apparatus.
- Assists the Athletic Director in the supervision of the athletic coaches.
- Assist with organization of coaches and parent meetings for athletic programming.
- Prepares program information for distribution prior to the start of the season.
- Assumes responsibilities of Athletic Director when necessary.
- Attends all trainings and meetings as determined by the Athletic Director and assists in developing and implementing seasonal meetings.
- Assists and makes recommendations to the Athletic Director for developing quality programming and coaching staff.
- Assist in the development of the athletic booster club, club bylaws, membership etc.
- Promotes activities designed to foster school spirit among students for the athletic teams
- Maintain file of student athlete records such as physical examination forms; rosters; eligibility forms; accomplishments and awards
- Order all letters and sports awards needed through recommendation from each high school head coach
- Management of all athletic gear; schedule practices and competition facilities and location; maintain athletic equipment and recommend purchase and replacements

- Will perform and complete other duties and responsibilities as specifically determined by the Superintendent of Schools, Assistant Superintendents and/or Director for Special Services.

Conditions of Employment:

\$4,000