

ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

**DIRECTOR OF FACILITY COORDINATION, PHYSICAL EDUCATION, AND ATHLETICS**

POSITION: Director of Facility Coordination, Physical Education, and Athletics

REPORTS TO: Assistant Superintendent of Supporting Services

LOCATION: Division of Supporting Services

**ESSENTIAL FUNCTIONS:**

This position oversees all school and community use of SMCPs facilities, including coordination of facility scheduling, logistics, and communication with users regarding their use of SMCPs buildings and grounds. The Director is responsible for communicating to all stakeholder groups about the facilities usage process and for responding to any concerns or complaints that arise from such use. The director provides leadership in the development and implementation of curriculum and instruction related to physical education for grades prek-12 and athletic programs. The director is responsible for assisting site administrators and teachers in articulating instructional practices at the school level, as well as providing instructional support for staff and students to include instructional materials and methods. The director must demonstrate effective administrative skills, communication skills, organizational skills, problem-solving and decision-making skills. This position requires the ability to travel to various sites, ability to observe and provide evaluative feedback regarding instruction and athletics, ability to coordinate services across a number of departments and agencies, effective and efficient use of technology, and participation in ongoing professional development. Must be willing and able to support and carry out all Board of Education policies and procedures.

**DUTIES AND RESPONSIBILITIES:**

**I. Program Planning and Development**

- A. Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments
- B. Helps to develop system instructional and athletic goals, objectives, and plans
- C. Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- D. Sets focus of curriculum and athletic programming by being knowledgeable about current trends in the area(s) of responsibility
- E. Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations
- F. Appropriately models and supports the integration of instructional and athletic technologies to support student learning

**II. Personnel Management and Services**

- A. Assists in interviewing and assigning instructional personnel as needed
- B. Collaborates in the planning and implementation of system-wide orientation for appropriate personnel
- C. Establishes effective working relationships with instructional and athletic personnel
- D. Participates in teacher observations and conferences with teachers to promote professional growth

- E. Serves as a resource to administrators and instructional staff to promote continuous improvement
- F. Develops and conducts professional development to strengthen present programs and/or to initiate new programs
- G. Assists schools in interviewing and assigning activities directors and coaches as needed

### III. Administration

- A. Plans, conducts, and/or participates in professional development and meetings
- B. Schedules and coordinates the services of other system personnel and outside partners and consultants
- C. Represents the system at state and local meetings and conferences to give and receive instructional, curricular, and athletic information
- D. Plans, develops, and coordinates the publication of curricular and athletic materials
- E. Other duties as assigned

### IV. Procuring and Allocating Resources

- A. Assists in the identification and procurement of grant funding
- B. Reviews instructional budget requests from schools
- C. Assists in preparation of the instructional and athletic budgets
- D. Coordinates evaluation and selection of instructional and athletic materials and equipment
- E. Assists in the purchases of materials and equipment
- F. Reviews and controls, as appropriate, the expenditures of allocated funds

### V. Community - Public Relations

- A. Assists in informing the public concerning assigned areas(s) of instruction and athletics
- B. Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions
- C. Assists in the preparation of material for public information and awareness

### VI. Interacting and Articulating within the School System

- A. Receives and transmits communications related to policies, procedures, programs, and operations within the school system
- B. Interacts in committees to help develop curricula; proposes and clarifies policies and procedures; establishes goals, objectives, and beliefs; receives information; and plans strategies
- C. Participates in committees, meetings, and other partnership activities as required

### VII. Evaluating Programs and Personnel

- A. Performs a continuous evaluation of programs and participates in special evaluations
- B. Assists principals in the formal and informal observation and evaluation of instructional and athletic personnel

### VIII. Leadership in Interpersonal Relations

- A. Demonstrates strong public relation skills when dealing with students, parents, and the community.
- B. Interacts with school personnel in a manner which fosters instructional and athletic improvement
- C. Serves as a mediator in resolving conflicts
- D. Demonstrates positive human relations skills

### IX. Facility Use and Coordination

- A. Serves as point of contact for site administrators related to use of facilities
- B. Coordinates communication and logistics between site administrators and facility users
- C. Works to resolve concerns or conflicts related to facility use excluding billing and invoicing

- D. Reviews and proposes additions and revisions to SMCPS policy and regulations related to facility use for both internal and external groups
- E. Coordinates logistics and communication in the area of services for facility use including maintenance, operations, food service, information technology, as necessary
- F. Ensures communication is made to users when facilities are closed due to weather or other unexpected situation
- G. Uses the online facility scheduling program to coordinate services and generate reports
- H. Manages SMCPS athletic facility use

**QUALIFICATIONS:**

- Possesses a master's degree and an Advanced Professional Certificate in Physical Education issued by the Maryland State Department of Education with a current and valid endorsement as Administrator I;
- Demonstrates knowledge of appropriate instructional and curricular methodologies, for physical education (PreK-12) and athletics;
- Has a minimum of three years successful teaching experience in physical education in a public school setting; and
- Head coaching experience, preferred;
- Has a minimum of three years experience managing building use by internal and external agencies and groups, including scheduling and coordination of facility use;
- Demonstrates knowledge of facility services required to support groups and agencies that use SMCPS facilities (i.e., HVAC, Building Services, Information Technology, Food Services).

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees - Range F.

**BARGAINING UNIT ELIGIBILITY: SMASA**

Updated 01.18.2024