

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
DIRECTOR OF PHYSICAL EDUCATION, HEALTH, ATHLETICS & FACILITIES**

Summary: Provides leadership and direction to the facilities staff, health education, physical education and athletic programs to ensure that the goals of the District are reached. The Director of Physical Education, Health, Athletics, & Facilities reports directly to the Assistant Superintendent for Instruction, while working cooperatively with the building Principals, other Directors, Central Office Administration, and the Executive Director of Section XI. This position includes the duties and responsibilities below and other functions as assigned by the Assistant Superintendent for Instruction and Assistant Superintendent of Finance.

Qualifications: A Master's Degree (minimum); appropriate NYS administrative certificate in Educational Administration

AND

A minimum of five years teaching experience.

Such alternatives to the above qualifications as the District may find applicable.

Essential Duties and Responsibilities:

1. Administer and coordinate the K-12 Physical Education and Health programs, and the district Facilities department.
2. Work cooperatively with administration and staff to implement, evaluate, and administer an effective and comprehensive program.
3. Prepare and administer the budgets for the Physical Education, Health, Athletics and Facilities departments.
4. Assist in the development and implementation of safety education and accident prevention.
5. Assist in the recruiting, interviewing, screening, and recommending of qualified persons to fill openings on the health and physical education instructional staff.
6. In cooperation with the building Principals and staff; supervise, evaluate, and develop the physical education, health staff, coaches and all members of buildings and grounds.
7. Be aware and involved in all department fund-raising events and assume responsibility for the proper handling of funds. Manage a petty cash fund.

8. Be responsible for the inventory of school property and for the security and accountability of that property.
9. Provide input to the Principals in the preparation of the building budgets, purchasing requisitions, staffing, and scheduling.
10. Keeps informed of progress and new developments in the fields of specialty. Assumes responsibility for own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.
11. Administer and coordinate the district athletic program.
12. Schedule and coordinate athletic programs.
13. Prepare and administer the annual budget. Coordinate the purchasing, distribution, storing and maintenance of uniforms, equipment and supplies.
14. Recruit, interview, and recommend qualified applicants to fill openings in the athletic coaching staff, including volunteer coaches and athletic trainers.
15. Ensure that the athletic program follows all state, country and district policies and regulations governing interscholastic athletics.
16. Supervise and evaluate the athletic coaching staff and athletic trainer.
17. Act as the school district's official contact person for the NCAA Initial Eligibility Clearinghouse.
18. Responsible for monitoring athletic facilities and equipment, and working closely with Buildings and Grounds to ensure the safety of student-athletes.
19. Maintain an active program that promotes good sportsmanship and the development of student-athletes.
20. Plan, organize and supervise all athletic awards / programs.
21. Administrative direction and supervision over the operations and personnel involved in the facilities department.
22. Develop policies and procedures to ensure the preventive maintenance programs are followed throughout the district.
23. Plan, prepare for, and oversee capital projects and maintenance.

24. Ensure that preventive maintenance is performed and meet regularly with subordinates to discuss repairs on equipment, including plumbing, electrical and HVAC systems.
25. Develop and review budget with Assistant Superintendent for Business.
26. Ensure that inspections are performed and tests of security systems, safety lighting, fire prevention systems, water, and doors are completed for federal, state and local regulatory agencies to ensure compliance with codes, rules and regulations.
27. Work to ensure that the district maintains short- and long-term goals related to facilities.
28. Recommend staffing to administration and interview, hire, evaluate and discipline department personnel.
29. Respond to inquiries from employees, school district administrators and the public regarding school district buildings and grounds activities.

Reports to: Assistant Superintendent for Instruction & Assistant Superintendent for Business
Prepared by: James Donovan
Approved by: Dr. Roberta Gerold, Superintendent of Schools
Approved Date: