

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

DIRECTOR OF FACILITY COORDINATION, PHYSICAL EDUCATION, AND ATHLETICS I

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

REPORTS TO: Deputy Superintendent of Fiscal and Supporting Services

LOCATION: Division of Supporting Services

NATURE OF WORK:

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. 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.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to travel between central administration and various school and office sites
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change

- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

I. Program Planning and Development

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

II. Personnel Management and Services

- Assists in interviewing and assigning instructional personnel as needed
- Collaborates in the planning and implementation of system-wide orientation for appropriate personnel
- Establishes effective working relationships with instructional and athletic personnel
- Participates in teacher observations and conferences with teachers to promote professional growth
- Serves as a resource to administrators and instructional staff to promote continuous improvement
- Develops and conducts professional development to strengthen present programs and/or to initiate new programs
- Assists schools in interviewing and assigning activities directors and coaches as needed

III. Administration

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

IV. Procuring and Allocating Resources

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

V. Community - Public Relations

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

VI. Interacting and Articulating within the School System

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

VII. Evaluating Programs and Personnel

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

VIII. Leadership in Interpersonal Relations

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

IX. Facility Use and Coordination

- Serves as point of contact for site administrators related to use of facilities
- Coordinates communication and logistics between site administrators and facility users
- Works to resolve concerns or conflicts related to facility use excluding billing and invoicing
- Reviews and proposes additions and revisions to SMCPs policy and regulations related to facility use for both internal and external groups
- Coordinates logistics and communication in the area of services for facility use, including maintenance, operations, food service, information technology, as necessary
- Ensures communication is made to users when facilities are closed due to weather or other unexpected situation
- Uses the online facility scheduling program to coordinate services and generate reports
- Manages SMCPs athletic facility use

QUALIFICATIONS:

Required:

- Master's degree
- Advanced Professional License in Physical Education issued by the Maryland State Department of Education with a current and valid endorsement as Administrator I
- Three (3) years successful teaching experience in physical education in a public school setting
- Three (3) years of experience managing building use by internal and external agencies and groups, including scheduling and coordination of facility use

- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

Preferred:

- Head coaching experience

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 G.

BARGAINING UNIT ELIGIBILITY: SMASA

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