

SCHOOL DISTRICT OF SARASOTA COUNTY
JOB DESCRIPTION

SUPERVISOR, ATHLETICS AND PHYSICAL EDUCATION

SALARY SCHEDULE: ADMINISTRATIVE – E

COST CENTER: SECONDARY SCHOOLS (9004)

QUALIFICATIONS:

- (1) BA/BS and MA/MS (preferred) from an accredited educational institution.
- (2) Florida Educator Teaching Certificate
- (3) Minimum of five (5) years successful teaching experience
- (4) Minimum of three (3) years as school athletic coach and/or school athletic director

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, state and district educational trends and goals in athletics and physical education.. Knowledge of effective school concepts and principles. Knowledge and use of state-of-the-art research and proven best practices for instruction of physical education and athletics. Ability to facilitate group processes that lead to quality outcomes in the areas of development, implementation, and evaluation of curriculum, instruction and school improvement. Ability to foster effective communication and working relationships with others in the organization. Ability to utilize appropriate technology.

REPORTS TO:

Chief of Secondary Schools

JOB GOAL

To provide leadership in planning, developing, implementing and evaluating the instruction of physical education, athletic programs and other related special programs such as Drivers Education.

SUPERVISES:

Assigned personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinates activities related to the District's athletic programs including scheduling, contracts, coaches' certification, budget allocations, facility usage, and student eligibility determination.
- * (2) Maintains athletic handbooks, facilitates regular meetings with high school and middle school athletic directors, and recommends policy and procedure updates as appropriate.
- * (3) Monitors athletic programs/services for the purpose of ensuring stated outcomes are achieved, relevant policies and procedures are met, and services are efficiently provided within budgetary guidelines.
- * (4) Prepares a wide variety of materials (e.g. agendas, minutes, financial records, athletic schedules, contracts, reports, updates/corrections to league constitution and bylaws, etc.) for the purpose of documenting activities and issues, conveying/gathering information and/or providing supporting materials to others including news media, athletic organizations, sponsors, boosters, etc.
- * (5) Serves as liaison between the District and local and state athletic authorities for the purpose of addressing matters that impact the District's athletic program.
- * (6) Provides training for athletic coaches for the purpose of ensuring compliance with FHSSA rules and requirements.
- * (7) Provides oversight for high school athletic trainers in collaboration with the Supervisor for Health and Preventative Services.

SUPERVISOR, ATHLETICS AND PHYSICAL EDUCATION (Continued)

- * (8) Plans and implements processes to support the development of the K-12 physical education curriculum, including assessing the needs for curriculum changes and determining the essential base and sequence of knowledge and skills as required by Sunshine State Standards, state statutes and rules, and district student expectations.
- * (9) Develop processes to evaluate and ensure the effective implementation of the physical education curriculum.
- * (10) Assist with the establishment and implementation of student assessment procedures and guidelines.
- * (11) Plan, conduct and/or supervise school and district-wide inservice workshops and institutes for teachers and administrators.
- * (12) Coordinates the driver education program at the high school level, including oversight of the contractual agreement with the outside vendor who provides “on the road” instruction.
- * (13) Respond to inquiries or concerns in a timely manner.
- * (14) Keep the immediate supervisor informed, through appropriate channels, of potential problems or unusual events.
- * (15) Keep well informed about current trends and best practices in areas of responsibility.
- * (16) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (17) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (18) Maintain a network of peer contacts through professional organizations.
- * (19) Perform other related duties as assigned.
- * (20) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities