



**JOB POSTING #91 Revised**  
**PLEASE POST**

**The City School District of Albany**  
**An Equal Employment/Affirmative Action Employer**  
**Management/Confidential Employment Opportunity**

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<b><u>Date of Posting:</u></b>	June 30, 2023
<b><u>Position(s):</u></b>	Director of Health/PE/Athletics Monday – Friday
<b><u>Location(s):</u></b>	Albany High School
<b><u>Requirements:</u></b>	Valid NYS Certification: SAS/SDA or SDL
<b><u>Salary:</u></b>	Commensurate with experience
<b><u>Deadline for Applying:</u></b>	July 31, 2023

**General Statement:** The Director of Health, Physical Education and Athletics will provide comprehensive leadership in the development, implementation, coordination and supervision of the district’s Health, Physical Education, and Athletic programs.

**Minimum Qualifications:**

- Valid NYS Administrative Certification (SDA/SDL)
- Five years prior experience in a leadership role in the Health, PE, and Athletics content areas
- Effective verbal and written communication skills
- Ability to organize multiple tasks with conflicting time constraints
- Ability to work effectively with staff, families, community members and students
- Ability to represent the district in a positive and professional manner
- Demonstrated ability/experience in working in an urban and diverse community
- Ability to work on-site during the hours required including evenings and weekends, and off-site as needed, for away athletic events

**Responsibilities:**

- Hiring
  - Athletics - leads the recruitment and selection of all coaches based on applicant experience and knowledge of the sport
  - Health/PE - in collaboration with the building principal, lead interviews for Health/PE staff and make recommendations for appointments to the Superintendent

- Standards & Curriculum - Evaluate Health/PE curriculum to ensure that it is aligned to NYS standards; make recommendations for revision/modifications and assist teachers in implementing new resources, methods, or content/standards, as needed
- Communication -
  - Internal - Communicate regularly during the respective athletic season with all coaches on matters related to scheduling of practices and games, personnel, student-athlete performance, budget, community relations and other day-to-day operations
  - External - In collaboration with the Communications office, create materials to publicize athletic events in print and digital formats for the purpose of disseminating information and fostering positive school/community relationships by keeping school administration, families, student-athletes, and community members aware of our athletic programs
- Budget - Oversees the development and implementation of the annual athletic budget, abiding by district business policies and practices
- Resources - Maintain an inventory of all equipment and supplies. Oversee the cleaning, storage, and refurbishment and care of all athletic equipment. Develop and submit a budget for future needs during the yearly budget season
- Facilities - Coordinate with the Building and Grounds Department for the use and preparation of districtwide facilities for interscholastic practices and competitions and to support maintenance of athletic fields and gymnasiums; make recommendations for the improvement of athletic facilities
- Staff supervision
  - Athletics - Periodically observe and supervise all coaches in all contexts (practices, competitions, locker room, etc). Prepare written evaluations of the coaches' performance at the conclusion of each season, identifying strengths and areas for improvement, and make recommendations for the re-appointment or dismissal based on the evaluation
  - Health/PE Teachers - In collaboration with building leadership, engage in formal and informal observations and evaluation of Health/PE staff; monitor delivery of Health/PE curriculum and serve as a resource in these areas, districtwide
- Scheduling
  - Athletics - responsible for scheduling all home and away competitions for interscholastic athletic activities in alignment with the guidelines of NYS Section II
  - Health/PE - responsible for establishing the Health/PE teacher schedule in collaboration with building principals
- Physicals - In collaboration with Pupil Personnel Services, arrange for and communicate to our families the schedule for pre-season physical exams for all prospective student-athletes.
- Transportation - Coordinates and collaborates with the Director of Transportation to arrange transportation for all athletic competitions and practices
- Officials - Secure all officials for home interscholastic competitions and scrimmages and ensure that there is accurate accounting for officials payments
- Student Supervision - Discuss and address individual student concerns including the discipline, suspension, exclusion or removal of a students from participating in athletics or attending

athletic events, using the District Code of Conduct and the Interscholastic Athletic policy for guidance

- Intramurals - Establish and coordinate all intramural programs at the secondary schools
- Eligibility
  - Maintain academic eligibility lists of all student-athletes; provide support to student-athletes proactively to ensure academic and athletic success
  - Handles all accidents and injuries in accordance with policy, laws and regulations, including reporting and documentation requirements, as well as “return to play”
  - Coordinates the selective classification testing procedures for eligible grade 7 & 8 students
- Certifications - Maintain accurate records of all athletic coaching certificates, and provide support to coaches in maintaining their certifications (First Aid, CPR, Coaching, Lifeguard)
- Rules & regulations - Enforce all Board policies, NYSPHSAA codes, and federal and state laws/regulations, including Title IX, as pertains to PE and Athletics
- Record Keeping - Maintain records and documents as required and necessary to ensure proper documentation of athletic program activities, events, and participation
- Professional Development
  - Athletics - Train coaches in pre-season (fall, winter, spring) meetings in their knowledge and understanding of current practices, programs, legal issues, and care and prevention of athletic injuries, as well as issues of inequity and racial bias that can impact the athletic program and individual student-athletes.
  - Health/PE staff - lead workshops and meetings with staff to support robust content, research-based instructional strategies, and the fundamental principles of physical activities and a healthy approach to life
- Program evaluation - Evaluate the overall interscholastic sports program annually to determine if the program is responsive to student needs and meets district expectations
- Additional responsibilities and projects as assigned

### How to Apply

**OLAS:** <https://www.pnwboces.org/TeacherApplication/>

**E-mail:** [humanresources@albany.k12.ny.us](mailto:humanresources@albany.k12.ny.us)

**Post:** City School District of Albany  
Office of Human Resources  
1 Academy Park  
Albany, NY 12207

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