

WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Director of ~~Physical Education and~~ Athletics

Responsibilities:

The Director of ~~Physical Education and~~ Athletics is directly responsible to the superintendent of schools and to the appropriate assistant superintendent as circumstance governs and to the building principal in those matters that pertain to a particular school.

Qualifications:

1. A Master's degree or higher from an accredited college or university
2. Maintain a valid Massachusetts Director/ Supervisor License and Physical Education license, required
3. Maintain a valid Massachusetts Health license, preferred.
4. Must hold and maintain CPR/ First Aid Training Certificates
5. Five (5) years of successful experience as a teacher, preferred.
6. Proven ability to communicate effectively and collaboratively with people of diverse backgrounds including administrators, teachers, staff, parents, guardians and students.
7. Possess good verbal and written communication skills.
8. Demonstrates aptitude or ability to perform multiple tasks on a daily basis.

Desirable Qualifications:

Demonstrated student-centered leadership ability. Knowledge of rules and regulations governing school athletic programs. Knowledge of preparing and managing budgets. Excellent verbal and written communication skills. Demonstrated ability to succeed in complex and changing environments.

General Duties:

The Director of ~~Physical Education and~~ Athletics will plan, develop, direct, supervise, and administer ~~both the physical education program and~~ all extracurricular athletic activities and coaching staff (PK-12) in a manner that will foster in our students the development of physical skills, a sense of worth and competence, a knowledge and an understanding of the pleasure of physical fitness and athletics and the principles of fair play.

Specific Duties:

Supervision/ Evaluation:

1. In collaboration with building principal screens, interviews, and recommends all coaches for appointment.
2. Supervises and evaluates coaches, as specified in WEA contracts.
3. Assists building principals in the recruitment, hiring, supervision, evaluation, retention, and professional development of the district's ~~physical education~~, coaching
4. ~~and health~~ staff.
5. Direct supervision and evaluation of ~~coaching PE and Health~~ staff, as designated by the Superintendent and/or Assistant Superintendents.

Curriculum/ Program Oversight:

1. Responsible for the implementation and supervision of the ~~athletic programs physical education curriculum and instruction for Pre K – 12.~~
2. Oversees the maintenance of standards concerning students' health, safety, and general welfare.
3. Interprets school policy and MIAA rules and regulations for coaches and the school administration.
4. Promotes school and community support of all athletic programs through ongoing communication and Family Engagement.
5. Coordinates transportation for all athletic events and practices.
6. Visits each school on a regular basis to observe and supervise the program and confer with principals and members of the staff.
7. Attends student athletic events as well as booster events to support and promote programs, as designated by the Superintendent This may include events that may run non-school year, at night, or on weekends.
8. Represents the Weymouth Public Schools with all regulatory agencies and at meetings with associations in matters related to interscholastic sports.
9. Works with central administration and other local organizations to coordinate the use of all athletic facilities under the jurisdiction of the school department.
10. ~~Supervises the recommendation and selection of instructional materials in support of the curriculum.~~
11. Initiates the ordering of equipment and is responsible for its issue and maintenance in collaboration with building principals.
12. Prepares reports as requested by the office of the Superintendent and/or Assistant Superintendents.
13. Coordinates the participation of students and staff in community and school-based activities related to the ~~athletic program curriculum in collaboration~~ with building principals.
14. Coordinates departmental testing programs and maintains necessary records relating thereto.
15. Serves on various system-wide curriculum and program development committees and participates in professional meetings, conferences, and workshops.
16. Develops a comprehensive interscholastic athletic program appropriate for the students of the community.

17. Administers all aspects of the interscholastic athletic program, including the development of the annual budget and managing monthly collection of athletes' fees.
18. Performs such other duties as may be assigned by the principals, Superintendent or Assistant Superintendents.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. ~~The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people.~~ The employee is regularly required to sit and stand. The employee is required to walk long distances; use hands to handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.

Work Environment:

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public. ~~The employee frequently must meet multiple demands from several people.~~ Workday may be long and work week may include some nights and weekends. Requires district wide travel.

Fair Labor Standards Act (FLSA) Classification:

This position is classified as Exempt (Professional)

Terms of Employment:

~~The length of work year is defined by the 223 work days as specified under the~~ provisions of the Weymouth Educators Association (WEA) Unit B Contract.

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.