



Director of Athletics and Physical Education

Salary Level: As per Collective Bargaining Agreement
Contract/Benefits: Act 93 Level
Reports To: Executive Director of Learning and Teaching

Prepared Date: June 2, 2024
Prepared by: Melissa L. Smith, Executive Director of Learning and Teaching
Approved by: William Seng, Executive Director of Human Resources

Qualifications:

- Master's Degree with coursework in leadership, curriculum and instruction, sports management, or health and/or physical education
- Hold a valid and current Pennsylvania Principal or Supervisory Certificate.
- Experience as a building level administrator (principal, assistant principal, supervisor of curriculum & instruction) preferred.
- Minimum of five years of successful teaching experience.
- Knowledge of PIAA regulations
- Excellent communication skills
- Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151).
- A valid and current operator's license for a motor vehicle and have access to an operable vehicle for traveling within and outside the district.
- Such additional or alternatives to the above qualifications as the Board or Superintendent/Deputy Superintendents may determine appropriate and acceptable

Position Summary:

When directly reporting to the Executive Director of Learning and Teaching, the Director of Athletics and Physical Education will offer leadership and overall supervision for the district's athletic programs and athletic activities. The Director of Athletics and Physical Education will be responsible for curriculum and instruction in the physical education and health classes. The Director of Arts and Physical Education will supervise full time Athletic Directors.

Essential Duties and Responsibilities:

- Collaborates with schools to develop a comprehensive district-wide athletic program for consistent coordination and provides leadership support to schools to optimize their individual athletic programs.
- Oversees and assesses the performance of two high school Athletic Directors.
- Ensures inclusive athletic opportunities for all students and sets annual athletic program goals and objectives.
- Develops athletic policies in consultation with principals, athletic directors, coaches, and student athletes.
- Creates and annually updates a comprehensive district-wide athletic program policy and guidebook.

- Provides guidance to schools on Board policy and Pennsylvania Interscholastic Athletic Association (PIAA) rules.
- Participates in the evaluation and procurement of athletic equipment.
- Acts as a consultant for athletic construction projects within the district.
- Ensures compliance with gender equity regulations in the district's athletic program.
- Assists in writing and managing grant proposals as necessary.
- Coordinates athletic services with local community agencies.
- Coordinates physical examinations for athletes with community agencies.
- Manages athletic facility maintenance in collaboration with schools and district departments.
- Facilitates meetings for athletic directors to plan and coordinate programs.
- Cultivates positive community relationships by promoting awareness and involvement in athletic programs.
- Offers professional development opportunities for Athletic Directors, Coaches, Physical Education teachers, and Health teachers.
- Creates a written curriculum for physical education and health classes from pre-kindergarten to high school.
- Advocates for inclusive athletic opportunities for all students and sets annual athletic program goals and objectives.
- Conducts annual evaluations of the athletic program's effectiveness.
- Collaborates with the Business Office and Director of Procurement to establish purchasing procedures and ensure fiscally responsible spending of the Athletic budget.
- Works with the Human Resources Department to ensure proper hiring procedures for coaches.
- Undertakes additional tasks aligned with the objectives of the role.
- Performs any other duties assigned by the Superintendent, Chief Academic Officer, Deputy Superintendent, or Executive Director.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Interpersonal Relations

Focuses on solving conflict in a positive and constructive manner; Maintains confidentiality while listening to others without interrupting. Shows reasonable control of personal emotions and exhibits objectivity and openness to the views of others.

Oral and Written Communication

Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills. Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively.

Teamwork

Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of staff above own interests and recognition; Able to build group commitment to goals and objectives.

Leadership Skills

Visionary Leadership

Provides vision and inspiration to peers and subordinates; Mobilizes others to fulfill the vision; Displays passion and optimism. Support missions and visions of Allentown School District

Change Management

Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation

Delegates work assignments; Matches the responsibility to the position; Gives authority to work independently when appropriate; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership

Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Managing People

Includes staff in planning and decision-making; Takes responsibility for the performance of staff; Accessible to staff; Provides regular performance feedback to staff; Develops the skills of staff and encourages growth; Continually works to improve supervisory skills.

Quality Management

Identifies, develops, and implements systems to improve and promote quality; Demonstrates accuracy and thoroughness; Fosters a focus on quality in others. Demonstrates the ability to move from planning stages to operational stages

Analytical

Synthesizes complex or diverse information; Collects and analyzes data; Uses research, experience, and intuition to complement data.

Safety and Security

Observes safety and security procedures when appropriate; Determines appropriate action beyond safety and security guidelines.

Organizational Skills

Complex Roles

Strong organizational skills with demonstrated ability to manage multiple complex roles and responsibilities Cost Management Works within approved budget; Conserves district/school resources. *Diversity* Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Assembles a diverse staff.

Organizational Support

Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district/school's goals and values. Demonstrated ability to effectively manage limited resources to support strategic organizational goal attainment

Strategic Thinking

Develops strategies to achieve district/school goals; Understands district/school's strengths & weaknesses; Aligns work with strategic goals; Adapts strategy to changing conditions.

Personal Competencies

Judgment

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions. *Ethics*

Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity.

Motivation

Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals

Planning/Organizing

Prioritizes and plans work activities; Uses time efficiently; Sets daily/weekly goals and objectives.

Professionalism

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect regardless of their status or position; Accepts responsibility for own actions.

Personal Quality

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality.

Dependability

Follows instructions, responds to supervisory direction; Takes ownership of decisions and reasoning; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Innovation

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving instruction and related activities; Develops innovative approaches and ideas.

Technological

Demonstrates use of technology for high quality completion of duties and responsibilities and in the development and implementation of Human Resources systems, procedures, and protocols.

Physical Demands

The physical demands described here are representative of those that must be met by an administrator to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is required to use hands and fingers to handle documents, telephone, etc. The administrator is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position