



Job Description

Position Title:	Athletic and Student Experience Director
Category:	Administrative; FLSA Exempt
Compensation:	Salary, insurance coverage and fringe benefits as per the current adopted policies and schedules, with placement for granted education, experience and responsibility. AO5 Schedule
Qualifications:	<p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none">● Master's degree in Educational Administration; related field or applicable experience in coaching and supervision of athletic programs● HS Athletic Coaching Experience preferred● Demonstrate superior computer skills and knowledge of hardware and software applications● Demonstrate knowledge of current technology software and software programs for physical development and athletics● Demonstrate an understanding of the needs of children with learning, cognitive, hearing, visual and physical disabilities● Ability to communicate to small and large audiences● Experience in Proficiency with computer applications, including Microsoft Office, spreadsheet and database programs● Exceptional organizational and communications skills● Abilities to promote positive internal and external customer relations● Alternatives to the above as approved by the Superintendent
Reports to:	Superintendent (designee) /Building Principal(s)
Supervises:	Athletics Department Staff
Job Goal:	In summary, this position works collaboratively with principals, Superintendent, and Chief of Staff Officer to ensure physical development and athletic programs are carried out in the district in accordance with OHSA and ODE guidelines, manuals and operating procedures including job description, expectations, personnel licensure, and personnel evaluations.

PERFORMANCE RESPONSIBILITIES:

1. Directs all components of the school's extracurricular, intramural and athletic programs including scheduling, transportation, security, equipment and insurance claims.
2. Submits and monitors the annual General Funds Athletic budget.
3. Administers and monitors all contracts for approval and payment.
4. Enforces rules and regulations involving officials, student eligibility and transfers.
5. Assists with the recruitment, selection and placement of coaching personnel.
6. Supports the work of the district to expand the number and quality of athletic and non-athletic extracurricular program offerings available to the student body.
7. Works with other administrators to create manuals and operating procedures including job descriptions, expectations and personnel evaluations to guide the actions of extra-duty personnel.
8. Serves as the schools representative in athletic conferences including but not limited to all league scheduling, conference tournaments, selection of all-star teams and awards.
9. Serves as the district representative to the Ohio High School Athletic Association and participates in the activities on behalf of the district.
10. Works collaboratively with the High School Principals to evaluate coaches and other department personnel.
11. Works collaboratively with principals in the supervision of athletic events.
12. Develops elementary physical education after school schedules.
13. Develops specifications for the selection of equipment and supplies; prepares bid sheets and assists in the selection and distribution of equipment;
14. Coordinates the Safety Instruction Program and serves as a member of the districts' Safety Committee.
15. Coordinates the scheduling of all interscholastic athletic contests.
16. Certifies to the Superintendent, COS, and Treasurer that coaches have completed their assignments and should receive their supplemental contract salaries.
17. Coordinates publicity by working with the Communications Department in preparing news releases on the city wide athletic programs and releasing information to the news media weekly.
18. Provides the Treasurer and Superintendent with a season-end financial reports based upon appropriate reports from department staff.
19. Coordinates the maintenance of concession stands at school athletic facilities in cooperation with the business office.
20. Works with the principals and human resource offices to develop in-services and training to meet the needs of district coaches.
21. All other duties as assigned by the Superintendent, COS, or building principals.

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

1. Is regular and prompt in attendance.
2. Seeks opportunities to improve skills and grow professionally.
3. Prepares an annual professional development plan that links professional growth with district and other assigned goals.
4. Attends and actively participates in all required/assigned training sessions, meetings and other responsibilities.

5. Provides quality service to both internal and external colleagues and customers.
6. Seeks opportunities to participate as a productive member of the school district and other committees and teams.
7. Generates internal and external support for district services.
8. Represents the district with professionalism at all times.
9. Demonstrates at all times integrity and ethical behavior.
10. Responds quickly to directions for improvement from supervisors.
11. Maintains confidentiality in all job related discussions and communications.

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possesses a valid driver's license.
2. Reads, analyzes and interprets data and reports.
3. Writes reports, correspondence and other appropriate communiqués.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes tasks, requirements and expectations in order to perform to a standard of excellence in service

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, talk, or hear, and operate a computer and other technology devices. The employee must occasionally lift and/or move up to **50 pounds, such as notebooks**, reports, etc. Specific vision duties of this job include close vision.

The noise level in office work environments is relatively quiet, but may escalate in group settings. The noise level in classroom positions is often elevated.

This position requires meeting deadlines with severe time constraints. This position involves stress as a result of those time sensitive obligations, the responsibility to ensure that laws and regulations are followed, and the demands of maintaining communications with large and diverse publics.

The information contained in this job description is in compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration and/or the Governing Board(s). Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Deputy Chief of Human Resources..

The Youngstown City School District is an equal opportunity employer, and employs individuals without regard to race, religion or ethnicity.

This Job Description has been reviewed with me, I understand the duties and responsibilities which are expected of me, and my questions as of this date have been answered.

Signed, _____, Employee, on _____ / _____ / _____

Signed, _____, Supervisor, on _____ / _____ / _____