



# ~~ASSISTANT DIRECTOR – STUDENT ACTIVITIES~~ ~~ASSISTANT DIRECTOR – STUDENT ACTIVITIES~~ COUNTY ATHLETIC AND ACTIVITIES DIRECTOR

## SUMMARY/SCOPE/GOAL

Coordinate and oversee all student activity programs, including athletics. ~~Represent the District as necessary to solicit funds and community support for such programs.~~ Train and support school-based athletic and activities directors and serve as the district point of contact for all matters related to athletics.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- ~~• Master's Degree from an accredited institution or higher learning.~~
- Master's Degree in Educational Leadership, Sports Management, Business Administration, or similar.
- Minimum of three (3) years of successful teaching experience.
- Minimum of three (3) years of successful head coaching experience

#### PREFERRED/DESIRED:

- ~~• Master's Degree in Educational Leadership, Sports Management, Business Administration, or similar.~~
- Athletic Director experience

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- ~~Certified in Education Leadership.~~
- Current teaching certificate in the State of Florida.
- Valid Florida Driver's License.

#### PREFERRED/DESIRED:

- ~~Athletic coaching certification.~~ Athletic Coaching Certification

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

- ~~1. Establish lines of communication with and coordinate the scheduling of athletic programs and student activities with site representatives and/or the physical education department chair.~~ Serve as district leader for school-based Athletic Directors by providing relevant training and program oversight.
- ~~2.~~ 2. Ensure school compliance with district and state expectations, policies, rules, and statutes along with federal guidelines for Title IX.
- ~~3.~~ 3. Oversee and coordinate the purchasing of athletic programs equipment and services including travel; source vendors and seek competitive bids as appropriate.
- ~~4.~~ 4. Oversee and assist with arrangements for sporting official and event personnel, including volunteers.
- ~~4. Coordinate all co-curricular and extra-curricular activities, K-12, for Brevard Public Schools.~~

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5. Assist ~~site~~-school personnel with student eligibility issues and ensure compliance.
6. Ensure security arrangements for all activities taking place in District facilities.
7. Assist with transportation services as required.
8. Promote Brevard Public Schools students, programs, and events locally, nationally, and statewide.
9. Coordinate District communications between FHSAA, FACA, FIAAA, and CCC.
- ~~10. Support all sports schedules with the CCC commissioner.~~
- ~~11. Develop and present a five-year plan for athletic facilities with the goal of equity between various schools. Collaborate with staff in facilities to coordinate essential facilities' projects for safety and equity.~~
- ~~12.~~10. Review and report on fiscal status of student athletic and activity programs.
- ~~13.~~11. Represent District at CCC athletic Director's meetings; facilitate communications with schools.
- ~~14.~~12. Responsible for compliance with FHSAA and relevant Board policies and procedures.
- ~~15.~~13. Seek additional funding for equipment, facilities, scholarships, etc. by means of grants, fund raising events, and donations.
- ~~16.~~14. Serve on FHSAA advisory boards as well as those of national organizations.
- ~~17.~~15. Develop and provide in-service programs on relevant topics such as eligibility standards, budget ~~administrations~~, college recruiting, crisis management, working with parents, and legal responsibilities and issues.
16. Resolve conflicts between schools regarding event scheduling, facilities, etc.
- ~~18.~~17. Support and manage athletics-related investigations involving students and staff through collaboration with administration, Labor Relations, Finance, and Leading and Learning as appropriate.
- ~~19. Coordinates Athletic Director meetings.~~
18. In collaboration with Finance, develop and maintain guidelines for booster clubs.
- ~~20.~~19. Advocate for athletics and student activities with the Superintendent and the Board.

**OTHER DUTIES:**

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

**KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

**JOB RELATED:**

Knowledge of the equipment, facilities, and support needed for various sports and student activities. Proven positive communication skills with parents, students, and staff. Must possess a good understanding of School Board policies and procedures related to student activities as well as a basic understanding of Title IX and its impact on the District. Good conflict resolution skills and organization skills necessary. Ability to remain impartial in decision making.

**GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to

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use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

**EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(M) MEDIUM WORK**

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites occasionally. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Student Services	<b>DEPARTMENT:</b>	Student Services
<b>TITLE CODE:</b>	C2450	<b>CONTENT BY:</b>	Assistant Superintendent, Student Services
<b>GRADE:</b>	24	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB (Exempt)	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	5/10/16	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	01/02	Developed	Assistant Superintendent, Student Services
1.1	2/5/16	Revised	
1.2	12/1/20	New Format	Human Resources
1.3	11/1/2021	Update physical requirements to ADA format; add schedule.	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance

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requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.