



COLUMBIA BOROUGH SCHOOL DISTRICT

POSITION MANAGEMENT GUIDE

TITLE:	Director of Athletics and Activities	Revised:	February 2022
DEPARTMENT:	Hill Campus	FLSA:	Salaried
LOCATION:	CBSD High and Middle School Campus		Act 93 Agreement
REPORTS TO:	Hill Campus Principal		

SUMMARY OF PURPOSE

This position is responsible for every aspect of offering an interscholastic program to the students at Columbia Middle/High School. This position serves as liaison between outside athletic organizations and the school district as well as working with members of the Middle/High School office in meeting district/school goals and objectives. This position is responsible for organizing and coordinating athletics and extracurricular activities for the district. Additional responsibilities would include supporting students during lunch and transitions; performing other tasks as needed to promote a positive, supportive, and safe environment.

ESSENTIAL FUNCTIONS

1. Works cooperatively with the HS/MS Principal for the development and implementation of the district's interscholastic program and extracurricular activities.
2. Screens, interviews, and recommends, in cooperation with the appropriate staff, candidates for all athletic and extracurricular activities positions in the district.
3. Supervises and evaluates the performance of the athletic staff to enhance their individual performance.
4. Schedules and oversees facility maintenance with the Director of Facilities in maintaining all athletic facilities and sites to assure safe conditions for students and spectators.
5. Attends and manages each athletic contest to include visitor team contacts, the crowd, scoreboard, officials, game workers and the facility.
6. Attends and supports the facilitation of extracurricular activities.
7. Meets with coaches regularly to:
 - a. Review all rule changes to ensure each coach has a thorough understanding of current PIAA rules.
 - b. Mentors all coaches on general and specific coaching techniques and information.
 - c. Coordinates and provides all required training and professional development for coaches.
8. Contact schools to schedule all athletic events on a two-year scheduling cycle.
9. Prepares and maintains various reports for athletic and activity event tickets, deposit revenue, checking accounts, auditor reports and other financial and departmental summaries.
10. Coordinates and is responsible for the processing of all contracts for officials in all sports.
11. Coordinates contracts and schedules for district transportation for all away athletic events.
12. Coordinates all post-season arrangements.
13. Organizes all purchasing of equipment to include requisitions and conducting inventory of equipment. Coordinates ordering of new uniforms and any reconditioning that needs to take place. Invoices parents for lost/broken uniforms and equipment.

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14. Will engage with the community athletic clubs and organizations to support both athletics and activities.
15. Will serve as the liaison between the school and the public regarding athletics and activities.
16. Will keep accurate records and data on participation and statistics on accomplishments.
17. Communicates with players, coaches, and families to handle all concerns and complaints.
18. Communicates with booster clubs on all fundraising, events, and meetings.
19. Checks athletic eligibility of all athletes and handles notification of ineligible athletes to student and coach.
20. Supports in the recruitment process for increasing participation and engagement in athletics and activities.
21. Supports students and families with post-secondary planning. Coordinates on campus and off campus for students related to athletics.
22. Celebrates accomplishments by establishing a positive media presence of athletic and extra-curricular activity events.

SAFETY AND SECURITY ESSENTIAL FUNCTIONS

1. Coordinates with local police department for athletic events and activities.
2. Assists building administrators as necessary in the security and safety of students during lunch periods, transitions, and dismissal.
3. Acts as a team member on the safe schools committee.
4. Works closely with the administrator who administers the district safe schools plan for the district and supports with the district's initiatives.

DEPARTMENT/ORGANIZATION

1. Keeps current with related technology and developments that impact the department.
2. Makes decisions consistent with the CBSD mission and core values, establishes and maintains effective communication and positive relationships within CBSD.
3. Performs other functions as assigned by the Superintendent or building administrator.
4. Contributes to the effective team environment of all issues and opportunities provided
5. Maintains an optimum relationship with other staff members by being courteous and always mindful of the importance of confidentiality.
6. Projects a positive image of the district and its programs and services.

MARGINAL FUNCTIONS

Marginal functions will vary with the specific job assignment.

SCOPE AND IMPACT

This position works independently in the performance of the essential functions. Contacts include district staff, coaches, students, public, outside organizations, professional groups, and teachers. The position supervises and evaluates 20 - 35 coaches and athletic staff. There are multiple high school sports and some middle school sports for students. The position is responsible for developing, managing, and providing input on the athletic budget, not including salaries.

MINIMUM REQUIREMENTS

Bachelor's degree or equivalent (Physical education). Master's degree preferred. Experience in management (sports preferred), administration experience, coaching experience, and/or PIAA experience. Minimum three years of experience.

COLUMBIA BOROUGH SCHOOL DISTRICTPOSITION MANAGEMENT GUIDE**SPECIAL SKILLS**

Position requires the following skills: excellent oral, listening, and written communication; knowledge of the working infrastructure of athletics – scheduling with Arbiter, recruiting and sportsmanship; technologically literate and demonstrate proficiency with the Microsoft office suite products; ability to work as a member of the administrative team; highly organized; highly confidential; decision maker, maintain composure during difficult situations; and deal with constant change. This position must be adaptable to a flexible schedule. Evidence of good judgement, diplomacy, and ability to build rapport with students, families, staff, and community. Highly motivated.

PHYSICAL/COGNITIVE/ENVIRONMENTAL

Physical Demands: Sitting 50%, walking/standing 50%
 Ability to reach above and below the waist
 Ability to use fingers to pick, feel and grasp objects
 Some stooping, bending, and twisting of the body
 Ability to lift and/or carry supplies weighing up to 20 lbs. or more
 Ability to stand or walk for extended periods of the workday
 Ability to sit for extended periods of the workday

Sensory Abilities: Visual and Auditory acuity
 Visual acuity to read correspondence and computer screens
 Auditory acuity to be able to deal effective with people

Work Environment: Typical public education environment.

Temperament: Must possess excellent interpersonal skills
 Must be able to work in an environment with frequent interruptions
 Able to receive oral communication
 Able to make judgments and work under high level of stress

Cognitive Ability: Ability to communicate effectively
 Ability to organize tasks
 Ability to handle multiple tasks
 Ability to exercise good judgment
 Ability to follow written and verbal directions.

Mental: Ability to define problems, collect and organize information, establish facts, and draw valid conclusions to solve the problem/handle the situation and use clear and good judgment. Must be able to remain calm in what can become a stressful environment.

I have reviewed the essential functions; knowledge and skill requirements; and physical/mental/environmental demands of this position. By my signature I am verifying that I can fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

X _____
 Signature

 Date

The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job - Reasonable accommodations will be reviewed, evaluated, and may be made to enable individuals with disabilities to perform the essential functions of this position.