

ONONDAGA CENTRAL SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director of Special Programs and Athletics
QUALIFICATIONS:	New York State School Administrative Certification
SALARY:	\$85,000 - \$90,000 (based on experience)
RESPONSIBLE TO:	Superintendent of Schools

Job Description:

Director of Special Programs and Athletics: Is responsible for leadership and management of community and student involvement in enrichment programs, extracurricular, and athletic programs. This position provides essential leadership and is the liaison for extracurricular activities, physical education, health and athletics. This is a leadership role that is responsible for fostering and enhancing positive relationships between the school district and the community it serves. This position plays a crucial role in promoting collaboration, engagement, and active participation of students, parents, families, businesses, organizations, and other stakeholders in supporting the overall educational mission of the district. In addition, the position will:

- be responsible for developing and overseeing a comprehensive range of programs that meet students' diverse needs. This multifaceted position combines athletics, afterschool enrichment activities, health and wellness initiatives, and academic programs for both remediation and enrichment that ensures a holistic approach to student development;
- play a pivotal role in creating a well-rounded and engaging educational experience for students. This leadership position requires a dynamic individual who can oversee and enhance extracurricular programs and athletic activities within an educational institution, fostering a positive and inclusive environment for student growth and development.

Key Responsibilities:

- **Program Development:** Design, implement, and continuously improve a variety of special programs, including athletics, after school activities, health and wellness initiatives, and academic programs, aligning them with the District's mission and goals.
- **Curriculum Planning:** Collaborate with educators and specialists to create engaging and effective academic remediation and enrichment programs that meet individual student needs.
- **Health & Wellness Promotion:** Develop and oversee initiatives that promote physical, mental, and emotional well-being among students, including fitness programs and a healthy lifestyle.
- **Budget Management:** Prepare and manage, in conjunction with principals, coaches and club advisors, the budget for athletics and extracurricular activities, allocating resources efficiently and seeking external funding or grants when necessary to enhance program offerings. The athletic budget includes, but is not limited to: materials, supplies, equipment and uniform replacement.
- **Staff Recommendations and Supervision:** Recruit, train, and supervise teachers, coaches and the athletic trainer and support staff to ensure program quality and compliance with best practices.
- **Evaluation:** Responsible for evaluation of all coaches, club advisors and will serve as a district wide teacher observation independent evaluator.
- **Student Engagement:** Promote student participation in athletics and extracurricular activities, monitor their progress, and provide individualized support and resources as needed to meet their academic and wellness goals.

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- Collaboration: Foster collaboration among teachers, coaches, parents, and other stakeholders to create a supportive and integrated learning environment that benefits students.
- Data Analysis: Collect and analyze data to assess the effectiveness of programs, using insights to make data-driven decisions, improvements and adjustments.
- Compliance: Ensure that all programs comply with relevant regulations, safety standards, and educational requirements.
- Community Outreach: Engage with parents, guardians, and the community to promote athletics and extracurricular activities, solicit feedback, and encourage support and involvement in extracurricular activities and athletics K-12.

In addition, the Director of Special Programs and Athletics will:

- Develop long and short-range plans for the extracurricular, intramural and athletic programs.
- Conduct/coordinate orientation programs and in-service programs for coaches and club advisors.
- Oversee the management, observation and evaluation of the department secretary and all coaches and club advisors.
- Schedule all athletic contests and ensure athletic events are carried out.
- Represent the school at league and sectional meetings.
- Provide educational leadership in setting goals and objectives for Interscholastic Athletics
- Prepare and distribute team and club rosters.
- Oversee the disbursement and collection of equipment, maintain accurate inventories and work towards standardization of equipment.
- Arrange necessary physical examinations for athletes and students with the school nurse.
- In cooperation/collaboration with the Director of Facilities assure that athletic equipment and fields are in proper condition and ready for use.
- Responsible for the management of the athletic, extracurricular and club websites, in conjunction with the Webpage Content Manager.
- Ensure participation in the NYS Scholar Athlete Team Awards Program/Sportsmanship Promotion
- Perform such other duties as may be assigned by the Superintendent of Schools

Qualifications:

- Administrative degree - CAS
- Building and/or District level certification
- Teaching and/or building or district level leadership experience
- Strong interpersonal, communication, and networking skills.
- Ability to collaborate and build relationships with diverse groups of stakeholders.
- Proficiency in data collection and analysis.
- Familiarity with educational culture, policies and practices.
- Creative problem-solving and innovative thinking.
- Proficiency in using technology: google suite, word suite, social media platforms and communication tools.

Twelve Month Position

Tenured Position with probationary period of 4 years

Competitive Benefits: Paid vacation, personal and sick days, NYSTRS Retirement System, 403b and 457 saving opportunities, flexible spending accounts, medical, dental, vision insurance plans along with life, long-term disability, and critical illness offerings.