

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN # 21-22-87
SEPTEMBER 2021**

**EXECUTIVE DIRECTOR OF PHYSICAL EDUCATION,
HEALTH SERVICES, ATHLETICS AND RECREATION**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**EXECUTIVE DIRECTOR OF PHYSICAL EDUCATION, HEALTH SERVICES, ATHLETICS &
RECREATION**

APPLICATION

Candidates must complete an application available through the Human Resources Tab
www.poughkeepsieschools.org

QUALIFICATIONS:

Candidates must possess a Master's degree from an accredited college or university, both New York State Physical Education AND NYS School District Administrator (SDA), or School District Leader (SDL) certificate is required by the time of appointment. Additionally, a Certified Athletic Administration Certificate is preferred. Candidates must have a minimum of seven (7) years of experience in K-12 education (3 years as a school administrator, 4 years as a State Education Department certificated teacher). Candidates with prior administrative experience overseeing physical education, health services, and athletics in an urban school district with a large racially and economically diverse population are preferred and encouraged to apply.

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

Under the direction of the Assistant Superintendent of Administrative Services, the Executive Director of Physical Education, Health Services, Athletics and Recreation will provide leadership and supervision in the following areas: physical education, health services, athletics, and recreation. The Executive Director of Physical Education, Health Services, Athletics and Recreation plans, organizes, and supervises student centered K-12 Physical Education, Health, Interscholastic sports, and recreation programs, leads curriculum development, instruction, and assessment of NYS Learning Standards for K-12 Physical Education and Health, uses data to inform programmatic decisions and planning for future

needs, possesses knowledge and experience with supervision and evaluation of staff under APPR, and understands NYS Regulations; NYS Athletics Association, Section I Regulations; and recruitment requirements for collegiate athletic programs; and NYS Health Services Regulations.

RESPONSIBILITIES:

The duties of the Executive Director of Physical Education, Health Services, Athletics and Recreation include, but are not exclusively limited to, the following:

- Providing leadership to the Department of Athletics aligned to the following four goals:
 - Goal 1: Higher Student-Athlete Achievement and College Readiness
 - Goal 2: State of the Art Athletic Facilities
 - Goal 3: Highly Competitive Athletics Program
 - Goal 4: Highly Effective Coaches
- Evaluating, implementing and leading the school district extra-curricular Athletics program
- Developing and implementing athletic program policies
- Developing and maintaining a Poughkeepsie City School District Athletics handbook
- Preparing and managing a budget including staff salaries/stipends, team travel, equipment purchases and maintenance, facility upkeep, insurance, sponsorships and revenue generation
- Managing all athletic service, supplier and vendor contracts, in coordination with appropriate District departments, and manages athletic equipment inventories
- Scheduling and supervising athletic events
- Hiring, assigning and supervising coaching staff including performance management and annual performance evaluations and manages staff disciplinary issues
- Ensuring maintenance of insurance policies in conjunction with appropriate District departments
- Leading District participation in all local, regional, and state competitions
- Developing and managing extra-curricular athletic activities/programs that run during the summer
- Planning and executing Athletic award programs
- Attending home and away games
- Collaborating with the Assistant Superintendent for Administrative Services to arrange for ticket sellers, concession, security and other parties for all home games
- In coordination with the District Public Information Officer, advertising and arranging for local media coverage for all home games
- In partnership with the District Public Information Officer develops and maintains a presence on the Poughkeepsie City School District website
- Ensuring student-athletes meet New York State, BPS and Section 1 eligibility requirements
- Ensuring all applicable student release/permission and/or required physicals are up to date
- Supporting student-athletes and parents in response to college/university scouting activities
- Supervising and facilitating the development of leadership and technical skills of all certified Physical Education and Health staff
- Providing leadership for curriculum and instructional program planning, revisions to curriculum, development and implementation and evaluation of all aspects of the Physical Education and Health delivery programs to ensure congruence with the entire written, taught and tested curriculum.

- Leading the development of Project ACES and similar programs and system-wide wellness programs.
- Serving as the instructional leader for Physical Education and Health teachers and staff
- Using data to inform programmatic decisions and planning for future needs.
- Ensuring that teachers and coaches are evaluated and hired per PCSD regulations.
- Supervising the work of staff to ensure that the process and procedures used to identify, recruit, employ, develop, evaluate and retain personnel are congruent with district needs and expectations.
- Ensuring proper budgeting and managing the district's resources efficiently and appropriately.
- Leading efforts to create a PCSD Athletics' Booster Club.
- Preparing department budgets to reflect the immediate and long-term goals of the physical education and health program.
- Leading in the planning and implementation of the Physical Education, Health Education and district's professional development program
- Modeling the personal and professional expectations held for district physical education personnel by demonstrating a commitment to growth and renewal.
- Performs related duties as required

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be scheduled where appropriate.

The Poughkeepsie City School District is an Equal Opportunity/Affirmative Action Employer.

SALARY: TBD

EFFECTIVE DATE: As soon as practicable after offer of employment

APPLICATION DEADLINE: Ongoing until position filled

SEND LETTER OF INTEREST & RESUMÈ:

<https://olasjobs.org/>
 Dr. Timothy Wade
 Assistant Superintendent for Administrative Services
 18 South Perry Street
 Poughkeepsie, New York 12601

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age, or marital

status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.