

**DISTRICT COORDINATOR
SECONDARY
ATHLETICS, PE, & HEALTH**

DEFINITION:

Under general direction of the Director of Secondary Education, assist in the planning, development, and implementation of the policies, regulations, guidelines, and procedures pertaining to high school athletic programs; serve as a resource to the administrators, coaching staff, and additional athletics personnel; provide leadership for and coordinate all aspects of Physical Education (PE) and Health curriculum and instruction grades 7-12; other related functions as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate, and lead school personnel in the operation and management of athletic programs and related activities.
- Provide general oversight of health & safety procedures, certification and training of staff, clearance of athletes, instructional strategies, facility usage, and budgeting related to athletic programs.
- Annually, review and revise the district policies and procedures through a collaborative process.
- Focus on the development and improvement of athletics district-wide and serve as an advocate for all athletic programs.
- Coordinate, manage, and provide oversight for off-season athletic conditioning programs and facilities usage in partnership with the SVUSD Community Services Department.
- Assist in the publicity and promotion of athletic events.
- Serve as the district liaison representing and participating in California Interscholastic Federation Southern Section (CIF-SS) meetings and activities when needed.
- Facilitate the annual renewal process and oversight of booster organizations and auxiliary groups.
- Assume responsibility for PE & Health subject areas and support their effective integration into a well- designed standards-based secondary instructional program.
- Design, develop, implement, monitor and evaluate rigorous curriculum and programs to meet differentiated curricular and instructional needs for all students, including typical students, gifted and advanced students, students with disabilities, English learners, and at-risk students.
- Design, develop, implement, monitor and evaluate professional development for teachers and administrators for PE & Health subject areas and programs throughout the school year and during the summer.
- Coordinate the evaluation, selection and implementation of printed and non-printed instructional materials, including textbooks, technology-based materials such as web-based and software programs, electronic textbooks, equipment, supplies, and other educational materials for PE, Health, and athletics programs.
- Design, develop, implement, monitor and evaluate prevention/intervention programs to support the success of all students.
- Assist site administrators, leadership teams, curriculum leaders, and teachers in the effective utilization of formative and summative assessments to make decisions that support and improve student achievement and drive instruction; provide support for site level, cross-curricular and intra-district professional learning communities.
- Connect the work in the PE & Health subject areas to the successful achievement of District and site goals.
- Lead and supervise assigned District programs and activities.
- Serve as a collaborative member of the Educational Services team; provide relevant information and expertise to the pre-K through twelfth grade instructional program; facilitate articulation pre-K through post-secondary levels.

District Coordinator, Ed Services – Secondary, Athletics, PE, & Health

- Direct and supervise teacher leaders, coaches, and/or Teachers on Special Assignment (TOSA) within PE & Health subject areas; oversee curriculum and professional development designed and implemented by teacher leaders, coaches, and/or TOSAs.
- Monitor and support student achievement on District, state, and nationally standardized assessments.
- Serve as a research consultant and resource person to administrators and teachers.
- Survey administrators and teachers to determine curricular and instructional needs.
- Visit classrooms to assist in evaluation of staff and programs.
- Plan and conduct meetings with assigned groups.
- Initiate and coordinate federal, state and private grants related to assigned subject areas and programs; complete required documentation for grants; design and maintain budgets to monitor grant expenditures.
- Represent the District and participate in appropriate County meetings and activities.
- Research, develop, write and present proposals/reports at leadership meetings and to the Board of Education.
- Assist in the development of Board Policies.

QUALIFICATIONS:

Knowledge of:

Plan, organize and direct complex high school athletic operations and programs; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Ability to:

Plan, organize and direct school operations; communicate effectively, both orally and in writing; establish and maintain effective working relationships; demonstrate effective leadership; manage, supervise, motivate and train personnel; analyze problems and issues and develop appropriate solutions; understand and carry out directions with minimal supervision, and manage multiple tasks.

Experience:

A minimum of three years experience that has provided the applicant with the knowledge and abilities listed above. Site level administrative experience preferred.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential, administrative credential, and possession of a valid California driver's license.