

BROADALBIN-PERTH CENTRAL SCHOOL

POSITION DESCRIPTION

<u>Position Title:</u>	Assistant High School Principal/Athletic Director
<u>Department:</u>	High School
<u>Reports To:</u>	High School Principal and Superintendent
<u>Prepared By:</u>	HS Principal and Superintendent
<u>Approved By:</u>	Stephen M. Tomlinson, Superintendent
<u>Date:</u>	July, 2009

Summary: Responsible for providing assistance to the High School Principal in the administration of the total school program. In addition, the administrator maintains, organizes and administers the overall program for interscholastic athletics.

Essential Duties and Responsibilities:

Assistant Principal

- Serves as the administrator in charge at the high school in the absence of the principal.
- Assists the principal in the supervision of students and enforcement of the student code of conduct as legislated by Project SAVE policy of the district.
- Responsible for the administration of student traffic safety
- Assists in managing all building staff personnel in conjunction with other colleague supervisors
- Assists with the construction of the high school master schedule
- Assists in implementing the academic program that meets New York State Learning Standards and the requirements of the federal “**No Child Left Behind**” Act.
- Completes performance reviews for instructional staff as assigned by the principal
- Assist in administering the co-curricular program in the school and supervision of the same

Athletic Director

- Coordinates all facets of the athletic program including pre-season activities, athletic training programs, and post-season activities.
- Prepares, submits requests, and manages the approved interscholastic budget
- Fosters and nurtures relationships with parent groups, individual parents, school volunteers, and outside agencies in the role of Assistant Principal/Athletic Director
- Implements Board of Education policy as it pertains to the interscholastic athletic program especially with regard to academic and conduct guidelines
- Coordinates the recruitment and selection process for coaching vacancies and recommends candidates to the Principal and Superintendent

- Responsible for the orientation and professional development of the district coaching staff
- Responsible for the assignment of athletic facilities for community use once school groups have been scheduled for practices and contests
- Responsible for the game administration of all athletic contests including transportation, the assignment of game officials, and supervisory personnel
- Represents the school district at the Foothills Council, Capital Conference, and Section II Athletic Council
- Responsible for the administering the interscholastic athletic program according to the rules and regulations of the New York State Public High School Athletic Association (NYSPHSAA)
- Completes performance reviews for the interscholastic coaching staff
- Coordinates the Sports Hall of Fame Program for the district
- Other duties that may assigned by the Superintendent of Schools

Education/Experience/ and State Certification:

- Minimum requirements include receipt of a Masters Degree, five years teaching and coaching experience and valid NYS School Administrators and Supervisors (SAS) license