

FRONTIER CENTRAL SCHOOL DISTRICT
5120 Orchard Avenue
Hamburg, NY 14075



NOTICE OF PROFESSIONAL VACANCY

The Frontier Central School District is seeking a dynamic, student-centered educational leader capable of involving students, staff, parents, and community in the development of a climate of high expectations for students.

TITLE: ***Director of Health, Physical Education, Recreation and Athletics***

EFFECTIVE DATE: On or about September 1, 2022

The successful candidate will possess the following characteristics:

- Must possess a valid NYS School District Administrator certificate (SDA) or School District Leader certificate (SDL).
- Minimum ten years successful experience in teaching, administration and supervision preferred.
- Knowledge of secondary curriculum, instruction, research based best practices around teaching and learning, and New York State Learning Standards.
- Ability to communicate effectively with supervisors, administrators, students, parents, faculty/staff and community members.
- Administrative leadership experience.

Other applicable qualifications may be added or substituted at the discretion of the Superintendent of Schools.

SALARY/BENEFITS: Competitive per experience. Benefits in accordance with the Frontier Central Administrative & Supervisory Association.

Application Process:

Interested applicants should submit the following:

Letter of application

Current Resume

Completed administrative application available at: www.frontiercsd.org

Copy of required certification

Copy of undergraduate and graduate transcripts

3 - 5 letters of recommendation

L. Pincus

FRONTIER CENTRAL SCHOOL DISTRICT
5120 Orchard Avenue
Hamburg, NY 14075



Attention:

Ms. Myra Pinker
Assistant Superintendent for Personnel
Frontier Central School District
5120 Orchard Avenue
Hamburg, New York 14075

ALL APPLICATION MATERIALS DUE by 4:00 p.m. on Thursday, May 26, 2022

Vacancy Notice: 21-50

Posting Date: 05/13/22

EOE

Frontier Central School District is an equal opportunity employer and does not discriminate against any employee or applicant for employment in its programs and activities on the basis of race, color, national origin, sex, disability, or age. Further, Frontier Central School District does not discriminate on the basis of religion or creed, sexual orientation, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws.

FRONTIER CENTRAL SCHOOL DISTRICT



DIRECTOR OF HEALTH, PHYSICAL EDUCATION, RECREATION AND ATHLETICS

Primary Function: The primary function of this position is the supervision and coordination, in cooperation with building principals and directors, of the health, physical education, recreation and interscholastic athletic programs in Grades Pre-K-12.

Directly Report: Superintendent of Schools

Cooperative Working

Relationship with: Building Administrators, Directors, Teachers, Staff, and Coaches

Assigned Responsibilities:

1. The Health and Physical Educational Program

- 1.1 Evaluate health and physical education offerings, subject content, new materials, media and equipment and make appropriate recommendations.
- 1.2 Provide leadership in health and physical education curriculum revision.
- 1.3 Coordinate the health and physical education curriculum at both the elementary and secondary levels.
- 1.4 Supervise the health and physical education staff in carrying out the prescribed curriculum.
- 1.5 Submit all curricula for approval to the Assistant Superintendent of Curriculum and Instruction.
- 1.6 Recommend standardized tests and other tools of measurement for the health and physical education program.
- 1.7 When necessary, arrange for and conduct meetings with school physicians.

2. Interscholastic Athletic Program

- 2.1 Provide leadership in the preparation, interpretation, revision and implementation of interscholastic athletic policies.
- 2.2 Examine, evaluate and recommend equipment, materials, supplies and facilities.
- 2.3 Arrange interscholastic athletic schedules.
- 2.4 Make necessary arrangements for all non-school facilities needed for athletic programs.
- 2.5 Inform opposing teams and officials of pertinent details regarding their participation.
- 2.6 Store information and personal vitae on all district athletes electronically.
- 2.7 Keep informed of all state and sectional mandates regarding equipment, safety, new regulations, etc.
- 2.8 Interpret and enforce all athletic regulations as specified by state, sections and leagues in which membership is maintained.
- 2.9 Plan for transportation needs in conjunction with the Director of Transportation.
- 2.10 Plan for and schedule athletic physical examinations, including dates, times, locations, doctors and nurses.
- 2.11 When necessary, arrange for and conduct meetings with inter-scholastic physicians.

3. Instructional Support Services

- 3.1 Assist building principals with the scheduling of health and physical education classes.

4. Personnel

- 4.1 Annually survey staff/student needs and make recommendations to the appropriate administrative personnel.
- 4.2 Facilitate & confer with the appropriate administrative personnel in the recruiting, interviewing and recommending of health, physical education, and athletics personnel.

- 4.3 Determine and recommend to appropriate personnel qualifications needed to fill vacancies or new positions in the health, physical education and athletics departments.
- 4.4 Collaborate with appropriate administrative personnel in reorganizing the health, physical education and athletics staff as needed.
- 4.5 Periodically observe instruction and communicate impressions to building principals.
- 4.6 Observe and evaluate teachers in the health, physical education and athletics departments upon request of building principals.
- 4.7 Confer with appropriate administrative personnel regarding dismissal or retention of probationary teachers and coaches.
- 4.8 Conduct orientation programs for personnel new to the health, physical education and athletics departments.
- 4.9 Provide assistance to both new and experienced teachers and coaches as needed.
- 4.10 Arrange for and conduct in-service programs, workshops and demonstrations for teachers and coaches.
- 4.11 Disseminate information from conferences, professional articles and research studies to health, physical education and athletics personnel.
- 4.12 Schedule individual and /or group meetings with health, physical education and athletics department personnel on matters concerning their programs.
- 4.13 Arrange for American Red Cross Advanced Life Saving, First Aid and AED/CPR course for maintenance of certification by teachers and coaches.
- 4.14 Arrange for coaching certification courses when necessary.
- 4.15 Arrange for First Aid, Advanced Life Saving and pertinent training of personnel and review courses annually.
- 4.16 Stimulate professional growth.

5. Student Development

- 5.1 Advise students and/or parents at request of teachers, coaches and/or principals.
- 5.2 Counsel, advise and maintain records of specific postsecondary programs, available sport scholarships and eligibility standards.
- 5.3 Recognize student achievements.
- 5.4 Write recommendations upon student/staff request.

6. Funds, Facilities and Equipment

- 6.1 Coordinate, in association with appropriate personnel, the use of facilities and equipment for school and afterschool activities.
- 6.2 Survey needs and review staff recommendations.
- 6.3 Recommend to each building principal the needs of his/her physical education program on an annual basis.
- 6.4 Prepare the interscholastic budget and transmit it to the District Treasurer.
- 6.5 Prepare purchase orders for equipment, materials and supplies.
- 6.6 Prepare physical education and athletic equipment, materials and supplies.
- 6.7 Collaborate with building principal for "pep" assemblies and athletic award assemblies.

7. Records and Reports

- 7.1 Report to the appropriate administrative personnel on the status of the district's health, physical education and athletics program.
- 7.2 Review monthly and annual accident summary reports, tabulate findings and provide pertinent information to all appropriate personnel.
- 7.3 Assess accident reports to determine if modification in program or equipment should be affected for safety purposes.

8. Community Relations

- 8.1 Establish and maintain communication between the health, physical education and athletic department, parents and the community.
- 8.2 Prepare suggested material for local and School Board news media.
- 8.3 Make the community aware of curriculum and programs via news media or as a guest speaker.
- 8.4 Be available to the community as a consultant, speaker, and advisor.
- 8.5 Work with the Municipal Recreation Department, State and County Health Departments and athletic clubs and organizations.

9. Professional Growth

- 9.1 Attend conferences, workshops and clinics related to health, physical education, recreation and athletics and turn key train staff & coaches where appropriate

10. Additional Functions

- 10.1 Plan, organize, supervise and implement additional programs & functions District-wide to promote physical education
- 10.2 Act as district representative to the Erie County Interscholastic Conference and Section VI NYSPHSAA.
- 10.3 Oversee the District Athletic "Wall of Fame" Induction ceremony and selection process as well as ceremonies related to the physical education department.