

WARREN COUNTY SCHOOL DISTRICT
Office of Human Resources
Job Description

Principal of District-Wide Athletics and Co-Curricular Activities

Supervisor: Director of Human Resource and/or Director of Secondary Education

Evaluator: Director of Human Resource and/or Director of Secondary Education

Department: Office of Human Resources

Description

The Principal of District-Wide Athletics and Co-Curricular Activities is responsible for the overall program of athletics and co-curricular activities throughout the district.

Qualifications

- Pennsylvania K-12 Principal certificate preferred
- Experience as an instructional leader and extensive knowledge of athletics and programs
- Experience in teaching, counseling, administration, scheduling, PIAA regulations, and coaching in grades K-12 preferred

Duties, Responsibilities, and Functions

The essential functions of this position include, but are not limited to, the following:

- Supervision of five (5) athletic coordinators
- Supervision of athletics/co-curricular secretary
- Develop district athletics/co-curricular budget for Board
- Oversee individual school's athletics/co-curricular budgets
- Oversee all co-curricular supplemental contracts and individual building budgets
- Approve pro-rated athletic and supplemental/co-curricular contracts
- Approve and oversee extended season pay
- Oversee all athletic contracts for coaches and volunteer coaches including clearances, contract amounts, individual building totals
- Oversee mileage, substitute days, conferences, and time sheets for coaches and athletic coordinators
- Act 48 hours for coaches/co-curricular personnel
- Oversee Student Participation Policy and number of coaches needed for a particular sport
- Oversee all athletic purchases through standardization of equipment/first aid district wide and assist in requisition process
- Assist in developing agenda for Personnel / Athletics and Extra-Curricular Activities Committee of the Board, co-facilitate monthly meetings
- Develop agenda for athletic coordinators' monthly meeting
- Prepare Board presentations for athletics/co-curricular activities and students

Duties, Responsibilities, and Functions (cont.)

- Coordinate an orientation program for new coaches three (3) times a year. Coordinate on-going in-service programs meeting three (3) times a year for new coaches, veteran coaches, cheerleading advisors. And marching band personnel. Main topic of meetings is Special Needs (work through Special Education Department)
- Participate in building level athletic interview teams for head coaches as per guidelines formulated by the Director of Human Resources
- Attend Personnel and Finance Committee meetings whenever necessary for discussions on the athletic/co-curricular budget and personnel
- Attend and provide input and feedback from conferences, league, District IX and District X meetings
- Conduct information searches and formulate reports on new of innovative programs in athletics
- Attend legal seminars on athletics when available and when schedule permits
- Meetings (by telephone or in person) with principals, athletic coordinators, and coaches when need arises
- Participate in second level grievance hearings involving athletics and co-curricular
- Participate in second level grievance hearings involving parents
- Develop new policies/procedures for athletics and co-curricular as need arises (work through Assistant Superintendent and District Solicitor's office)
- Develop goals and objectives for athletics/co-curricular every two (2) years as directed by the Board of Education and the Athletics and Extra-Curricular Activities Committee
- Develop and/or revise athletics/co-curricular forms
- Revise Athletics/Co-Curricular handbook yearly
- Read and evaluate end-of-season reports: scores/gates, participation, coaches' evaluations
- Oversee maintenance of District owned and not owned facilities for athletic and marching band events; Insurance Liability Certificates and lease/license agreements for district owned and leased field three times a year
- Work with county sports boosters organizations from concerns to donations
- Develop sports cooperatives between county schools and county and Christian schools when needed
- Work with Warren Sports Boosters on items that pertain to War Memorial Field
- Oversee compliance with HIPAA
- Work with district department head of nurses on athletic concerns (physicals, physical forms, HIPAA)
- Correspond with doctors county-wide regarding student athletic physicals
- Supervise athletic trainer – yearly contract, weekly hours, and athletic events schedule; work closely with Director of Warren General Hospital Rehabilitation Services
- Work with P.I.A.A. on athletics questions and concerns
- Consult with Y.M.C.A. on boys'/girls' biddy basketball program
- Oversee athletics/co-curricular overnight and out-of-state or county field trips
- Work with Supervisor of Transportation on athletics/co-curricular trips
- Work with Supervisor of Building and Grounds on gyms and fields
- Work with public and parents on athletics/co-curricular concerns
- Observe coaches in practice and game situations and provide input to building principal

- Attend evening and week-end athletics/co-curricular events

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Duties, Responsibilities, and Functions (cont.)

- Attend sports banquets
- Correspond with students with congratulations letters on outstanding athletic and co-curricular performances or achievements
- Oversee the All-County Track meet; oversee All-County Musical every other year
- Oversee district-wide A.D.M. passes
- Additional duties as assigned by Superintendent and Directors
- Member of the Executive Council of Athletic Directors for District 10
- Warren County School District representative in community organizations
- Maintain membership in appropriate professional organizations
- Coordinate use of and payment for rental cars used for athletic activities
- Develop and oversee a District-wide Marching Band budget
- Oversee the Student Participation Policy and the number of Marching Band Staff needed for each school
- Coordinate the biannual Marching Band uniform purchase
- Monitor the submission of Field Trip Request Forms
- Monitor the submission of bus rosters for all overnight student trips
- Will substitute for building principals when a need arises as approved by the Superintendent or Director of Human Resources
- Any and all other duties as assigned by the Superintendent or designee

Safety Precautions Associated With This Position

Comments