

# **Wachusett Regional School District**

## **CENTRAL OFFICE**

### **JOB DESCRIPTION**

#### **TITLE:**

Curriculum Specialist - Athletics

#### **QUALIFICATIONS:**

The Curriculum Specialist - Athletics shall have a Master's Degree with at least five years of successful employment experience in education, including teaching, supervision, and administration. The Curriculum Specialist - Athletics shall be certified as an administrator by the Commonwealth of Massachusetts. The Curriculum Specialist - Athletics shall possess particular experience in areas such as organization and administration of athletic programs, evaluation and supervision, grant writing and administration, and involvement in task forces and study groups. The Curriculum Specialist - Athletics shall possess at least five years successful experience as a Head Coach. The Curriculum Specialist – Athletics shall be certified as a trainer in first aid and cardiopulmonary resuscitation (CPR). The Curriculum Specialist - Athletics shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

#### **REPORTS TO:**

High School Principal

#### **PERFORMANCE EVALUATION:**

The Curriculum Specialist - Athletics shall be evaluated annually consistent with the evaluation procedure included in the Collective Bargaining Agreement between the Wachusett Administrators Association and the District.

#### **REPRESENTATION STATUS:**

Wachusett Administrators Association

#### **JOB RESPONSIBILITIES:**

The Curriculum Specialist - Athletics will serve as the District's Athletic Director.

The Curriculum Specialist – Athletics is the primary support administrator for principals in the area of the interscholastic and intrascholastic athletic programs and lends assistance to the physical education programs, as well as the development and evaluation and supervision of coaching and related athletic staff. As a member of the Administrative Staff, he/she shall provide leadership for the District; represent the Superintendent, the Director of Operations, and/or the principals, as appropriate, at official school and community functions; inform principals of changes in trends, laws, rules, or regulations in his/her area of expertise; and provide reports to the Superintendent, the Director of Operations, and/or the principals of his/her activities as requested. The Curriculum Specialist – Athletics, in conjunction with the principals, shall develop annual job goals that will become part of the criteria used to evaluate the Curriculum Specialist - Athletics.

The Curriculum Specialist - Athletics provides leadership in interscholastic and intrascholastic athletic program development and coordination within the District and assists principals in providing direction to the interscholastic and intrascholastic athletic programs. The Curriculum Specialist - Athletics assists principals and provides leadership and assistance to the executive staff, the administrative team, and the coaching staff, as directed, by developing the interscholastic and intrascholastic athletic programs, evaluating coaches' and related athletic staff performance, performing program evaluations, and developing a unified program for the District. The Curriculum Specialist - Athletics shall support and enhance the interscholastic and intrascholastic athletic and physical education programs of the District.

In carrying out these responsibilities, the Curriculum Specialist - Athletics shall:

1. Make recommendations concerning the entire scope of interscholastic and intrascholastic athletics as well as the District physical education program;
2. Coordinate interscholastic and intrascholastic athletic activities and foster a creative and supportive environment for interscholastic and intrascholastic athletic development;
3. Work cooperatively with the executive staff, administrative staff, and coaching staff in the development of a unified, District-wide interscholastic and intrascholastic athletic program;
4. Work with Massachusetts Interscholastic Athletic Association (MIAA) and area athletic directors to enhance the District's interscholastic athletic programs;

5. Supervise and evaluate coaches and related athletic staff and shall make recommendations for the hiring and rehiring of coaches and related athletic staff;
6. Schedule all interscholastic and intrascholastic athletic contests in every sport and every school, which includes the rescheduling of any postponed contests, notification of media and securing necessary transportation as well as providing technical support in other areas of expertise as a resource to principals and the District;
7. Keep abreast of new developments in athletics through readings, conferences, and other means of gathering training and knowledge and disseminates information to members of the administrative and coaching staffs on a regular basis including conducting demonstration lessons with students;
8. Coordinate communication processes to facilitate interaction among coaches in different schools within the District and to guarantee the sharing of ideas gained by individual coaches;
9. Provide professional development training as part of the District's annual professional development program;
10. Provide training of all coaches and related athletic staff in cardiopulmonary resuscitation (CPR) and first aid as well as the Student Advisor Handbook;
11. Assist in the writing, implementing, and evaluating of grants and special projects;
12. Prepare budget recommendations annually for the operation of the interscholastic and intrascholastic athletic programs; this budget to reflect among other things, salaries, cost of new and repaired equipment, officials costs, other supervisory costs and transportation. Supervise and coordinate the ordering and utilization of equipment and materials in his/her area of expertise;
13. Coordinate the publicity efforts of the District's Athletic Program and to work with local media and coaches in this area;
14. Be responsible for all equipment and the storing and repair of same for the District's Athletic Program. This includes keeping a perpetual inventory on all equipment; and,
15. Conduct other staff duties and responsibilities as directed by the Superintendent or designee, including attending meeting as

requested or required by the Superintendent or designee, attending and participating in community meetings and working with community organizations, and any other staff function required by the Superintendent or designee.

**SUPERVISES:**

Athletic Staff, including coaches, assistant coaches, and support staff

Approved by:

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Alfred D. Tutela, Superintendent of Schools

Date: 06/17/04