

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director, Physical Education, Health Education and Interscholastic Athletics	REPORTS TO:	Executive Director, Leadership and Learning
DEPARTMENT:	Physical Education, Health Education and Athletics	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	032 AASD
REVISED	April 29, 2014		

BASIC FUNCTION:

Plan, organize, and direct the districtwide K-12 physical education and health education instructional programs, assuring that the programs meet State Education Code requirements and student needs; oversee the daily operation of the District's Interscholastic Athletics Program; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Manage the state mandated (EC 51210, 51222, 51225.3) physical education instructional program which involves all District students K-9, as well as additional students in grades 10-12; assure that the District's physical education program meets state and federal requirements and helps students to achieve Board adopted physical education standards. *E*

Design and assure provision of appropriate professional development programs for physical education specialists (K-12) and for classroom teachers (K-6); develop and implement physical education and health education program performance evaluation instruments. *E*

Collaborate with the District architect's office, the Proposition MM committee and maintenance and site personnel regarding playground design, equipment options, and planning for new schools and for improvement of existing facilities to assure safety and compliance with state and local regulations and guidelines. *E*

Collaborate with and provide directions for the work of individuals and groups in the community interested in physical education, including providing logistical support to afterschool physical education and sports programs organized by community groups and approved by the Superintendent. *E*

Plan, coordinate, and implement the District's health education programs including the K-6 health curriculum, driver education programs, grade 6 family life education programs, grades 8 and 10 sex education programs, and HIV/STD lessons for grades 9, 11 and 12. *E*

Design, develop, and review program curriculum, training materials, and information bulletins. *E*

Plan and implement staff development training activities for school staff members offering health education, HIV/STD prevention lessons, and family life education and sex education. *E*

Coordinate with community agencies and organizations involved with all health education programs to generate support, including financial support for district health education programs. *E*

Coordinate with all stakeholders in the programs of the CDC grant. *E*

Coordinate all activities for the textbook and instructional materials adoption process for the physical education and health education programs, including recruitment of evaluation/selection committee members and guiding their work and collaborating with appropriate district personnel in developing program budgets; assure that the programs approved by the Board of Education are effectively implemented. *E*

Oversee the daily operations of the District's Interscholastic Athletics Program; coordinate the work of the athletic directors and coaches at participating school sites. *E*

Collaborate with appropriate District personnel in developing the District's Interscholastic Athletics Program budget and allocate and modify the budget as needed. *E*

Assure preparation and publication of schedules and arrangement of sites for interscholastic athletic contests, including all regular season contests as well as City Conference playoffs. *E*

Coordinate the activities of the District's athletics eligibility panels, including communication with sites, parents and the California Interscholastic Federation office. *E*

Evaluate athletic facilities needs and recommend appropriate facilities development and maintenance. *E*

Assure provision of continuing coaching educational opportunities, including preparation of coaching education handbooks as needed. *E*

Organize agendas and conduct regularly scheduled meetings of the City Conference (athletic directors and vice principals) and the District Athletic Council (principals); service on the CIF-SD Coordinating Council, the CIF-SD Board of Managers and the CIF-SD Executive Committee. *E*

Collaborate with and provide direction for the work of individuals and groups in the community interested in interscholastic athletics and generate community support for the District's athletic programs. *E*

Monitor new and proposed legislation having potential impact on assigned programs. *E*

Represent the District with community officials, state and federal agencies in matters related to assigned programs. *E*

Contact parent groups, advisory councils, task force groups, other school districts, universities, public agencies, hospitals, and others to exchange information, coordinate program efforts, and provide assessment and evaluation programs. *E*

Direct the preparation of a variety of narrative and statistical reports and maintain records and files related to assigned activities and programs. *E*

Respond to concerns on issues related to assigned responsibilities. *E*

Prepare a variety of brochures and announcements for distribution to school staffs, pupils, parents and community. *E*

Select, supervise and evaluate assigned staff. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, experience and/or education equivalent to a Bachelor's degree in Physical Education and five years of successful classroom teaching experience and high school athletics coaching experience are required, supplemented by a minimum of one year of experience in educational administration and instructional improvement programs related to physical education, health education and/or interscholastic athletics. A master's degree and a credential in health education or 5 years experience of successful health education related business or classroom teaching is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Credential.
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District curriculum and instructional programs.
State of the art theories, techniques, standards, and methodologies of school based physical education programs, health education programs and interscholastic athletic programs.
State, federal and national regulations governing school based physical education, health education and interscholastic athletic programs.
California Department of Education regulations and requirements regarding adoption and purchase of instructional materials.
Principles and techniques of budget preparation and control.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Provide organizational leadership and direction to assigned educational programs.
Review existing and pending legislation related to procedural guidelines and recommend origination, modification, or support of legislative measures.
Maintain current knowledge of applicable provisions of applicable federal and state laws and district rules, regulations and procedures.
Analyze problems, make recommendations and decisions, and be responsible for those decisions.
Provide training for physical education and health teachers and athletic team coaches.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Maintain and prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Train, supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment and community locations.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information (in person and on the telephone); seeing to read and write reports; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to (retrieve and store files and supplies); lifting light objects.

Issued: 7/01/03
Job Code 1149
PH